Head of Collections Management & Documentation

Purpose of the role

The Head of Collections Management & Documentation is a new senior management role within the Collections & Research Division, who will bring together, lead and manage a team responsible for management and documentation of the Fitzwilliam’s collection, to support mission aims for audience engagement, care of the collection, and particularly to provide a platform for innovative and impactful research in line with the Research & Impact Strategy. They will have overall responsibility for the technical and logistical aspects of collection management and access via Study Room service, documentation, photography & image library, registrars’ work including inward and outward loans, libraries and archives.

Working in close collaboration with the Deputy Director, Collections & Research, and colleagues and stakeholders across the museum and University, the role holder will lead on the development of new strategies, plans and processes, bringing together new teams, processes and structures in a period of organisational change, to more consistently and effectively deliver against the Fitzwilliam’s mission aims around research and public engagement. The role requires the ability to balance strategic development and resource planning with day-to-day business and proactive staff management. The post-holder will form part of the Museum’s Senior Management Team and lead a number of projects to improve collections storage, documentation and processes around object and artwork movements, and the future management of library and archive holdings.

The role holder will work to establish positive and collaborative relationships with both internal and external colleagues and stakeholders of different backgrounds, supporting and learning from other team members and working with diplomacy and integrity at all times. You will work closely with University of Cambridge Museums, Cambridge University Libraries and other University colleagues, and develop a UK- and international network.

Salary:
£56,587 - £60,022

Contract:
Permanent

Location:
Cambridge

Department:
Fitzwilliam Museum

Responsible to:
Deputy Director, Collections & Research

Working Pattern:
Full Time
Key Responsibilities

The role holder will play a key part in the transformation of the Fitzwilliam Museum, one of the leading 21st century university museums committed to collaborative, inclusive and innovative practice, putting into place teams and processes that support the delivery of mission aims and the pathway to the Fitzwilliam Museum Masterplan.

The Head of Collections Management & Documentation is responsible and accountable for the leadership and management of the collections managers and assistants, registrars, photographers, image library and documentation staff, libraries, archives and study room provision.

You will oversee a programme of change to support organisational objectives, working with the Deputy Director, Collections & Research, and colleagues across the organisation, to ensure this area of the museum supports and contributes towards mission aims, ensuring activity planning and resource are aligned, especially enabling research by Museum, University and external researchers. This will entail collaborative working (business-as-usual and specific projects) with colleagues across the Museum, particularly in the Curatorial, Research & Impact team, the Hamilton Kerr Institute for Conservation & Scientific Research, Exhibitions & Displays, Learning, Communications, Public Engagement and Operations.

Your teams will also play a critical part in the displays and exhibitions programme, led by the Deputy Director for Masterplan, Exhibitions & Major Displays.

In addition, you and your colleagues will support collaborative projects with University of Cambridge Museums, Cambridge University Libraries and other University departments and research centres.

In collections management, your team will be responsible for object and artwork storage, workshops, and the packing, movement and installation of artworks and objects (both from the collection and loans-in). Your team will deliver collections access for the public, researchers, students and teaching staff through Study Rooms, and with other colleagues support the Collections Development Strategy and management of those collections, where appropriate in closer collaboration with other University institutions. The Library team will provide access to the holdings, and acquire and catalogue books in line with an agreed policy. An initial focus will be around exploring closer partnership with Cambridge University Libraries on the future management and resourcing of library and archive holdings. Clear communication, motivational skills, empathy, agility and time management will be key aspects of the role.

With the team of Registrars, you will have oversight of collections-related loans in and out, ensuring best-practice compliance to security, insurance, and (for acquisitions) due diligence. The Documentation team will deliver high-quality collections data for public and researcher access, and progress the cataloguing of the collection to an agreed plan, including the institutional archive. The Photographic and Image Library teams will ensure high quality images are available for public and researchers access.

You will ensure all these teams follow recognised standards, and ensure consistency and accessibility of assets, using appropriate systems (collections and digital asset management).
## Person Specification

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Degree or postgraduate degree, or other relevant experience</td>
<td>✓</td>
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<td>Recognised project management qualification</td>
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<td><strong>Skills</strong></td>
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<td>Excellent programme and project management skills with the ability to plan and lead work at both strategic programme and individual project level, ensuring alignment and consistency</td>
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<td>Highly effective communication and influencing skills, collaborating with specialists from different professions and academic disciplines</td>
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<td>Skilled and confident at budget and resource planning, and people management, mentoring and development.</td>
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<td>Highly organised and able to work calmly under pressure. Able to react positively to change and uncertainty.</td>
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<td>Focussed on problem solving and decision-making, able to appropriately manage risk.</td>
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<td>High level of IT literacy, with ability to apply to project planning, communications &amp; effectiveness.</td>
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<td><strong>Experience</strong></td>
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<td>Demonstrable experience of leading and managing all aspects of collections management, registrars, photographic, image library and documentation, including staff, in a museum or other relevant context with comparable collections.</td>
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<td>Experience and understanding of managing people and resources to support delivery of organisational aims and improved efficiency</td>
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<td>Played a key role in organisational change, recruiting staff, developing new strategies, implementing processes, procedures and systems</td>
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<tr>
<td>Understanding and experience of working to national and international museum standards for collections management, registrar functions and documentation (including Security and Insurance, acquisitions, SPECTRUM standards and due diligence)</td>
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<td>Working to enhance and upgrade collections storage solutions</td>
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<td>Experience of innovative digital innovation for collections documentation and imaging</td>
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<td>Track record in presentations and/or publications in relevant academic or industry contexts</td>
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<td>Focussed on problem solving and decision-making, able to appropriately manage risk.</td>
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<td>Familiar with relevant library and museum accreditation standards and policies (SPECTRUM, ISAD-G) and other relevant schemes (GIS, AIL, CGS, CITES).</td>
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<td>Familiar with collections management software (e.g. Adlib)</td>
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<td><strong>Additional requirements</strong></td>
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<td>Occasional out of hours and weekend working</td>
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Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Level</th>
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<tr>
<td>Valuing Diversity</td>
<td>A</td>
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<tr>
<td>Achieving Results</td>
<td>A</td>
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<tr>
<td>Communication</td>
<td>B</td>
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<tr>
<td>Innovation and Change</td>
<td>B</td>
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<tr>
<td>Negotiating and Influencing</td>
<td>B</td>
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<tr>
<td>People Development</td>
<td>B</td>
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<tr>
<td>Relationship Building</td>
<td>A</td>
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<tr>
<td>Strategic Focus</td>
<td>B</td>
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Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.
The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming between 350,000 and 450,000 visitors a year, pre-COVID. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Polio Organisation consortium of the University Museums and the Botanic Garden.

About the Collections Management Team

The Collections Management Team is a newly formed team responsible for collections management and documentation of the Fitzwilliam’s collection, libraries and archives. This work will support mission aims for audience engagement, care of the collection, and particularly to provide a platform for innovative and impactful research in line with the Research & Impact Strategy. The team have overall responsibility for the logistics of collections moves (for research, displays, exhibitions and loans) and access via Study Room service; the documentation of the collection; the photography & image library teams; the registrars’ office including inward and outward loans; and the management of libraries and archives.
Terms of Appointment

Tenure and probation
Appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a 9-month probationary period.

Hours of Work and Working Pattern
The hours of work for the position are 37 hours per week, working Monday – Friday.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk.

Annual leave
Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata’d based on days worked.

General information

Pre-employment checks
Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:
This role requires a basic Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

Equality and Diversity
We particularly encourage women and/or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

(Please see relevant guidance before inclusion: https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action)

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.
About Us

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019
Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Equality & diversity
The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women’s Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University’s silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.
Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/.

The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service
The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit https://www.accommodation.cam.ac.uk/
What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.
What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

Your wellbeing

The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.
How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Neal Spencer, via Charlotte Burns
Email: cmb255@cam.ac.uk

If you have any queries regarding the application process, please contact HR@fitzmuseum.cam.ac.uk.

The closing date for applications is: midnight, Sunday 31 July 2022
The interview date for the role is: Friday 19 August 2022