



JOB DESCRIPTION

Job Title	Head of Large Objects
Department	Narrative and Content
Directorate	Content and Programmes
Reports to	Head, Cold War and late 20 th -century conflict
Salary	£35,500 per annum + 20.9% employer pension contribution
Duration	Permanent
Location	IWM Duxford
Normal Working Hours	Full Time 36 net / 41 Gross

We are one of the world's leading authorities on conflict and its impact on people's lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people's lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

Purpose of the job

You will provide professional leadership for IWM's internationally important collection of Large Objects – encompassing aircraft, vehicles, boats and artillery pieces. The collection contains numerous unique examples of type, many with detailed conflict histories. The aircraft collection is the largest in the United Kingdom, containing a wide range of types dating from the First World War to the modern day, facilitating effective interpretation of the immense impact aerial warfare has had upon combatants and civilian populations through this period. IWM is the only national museum with a collection of vehicles that represents all branches of British and Commonwealth forces and their allies and enemies throughout the 20th and into the 21st centuries. This enables the narration of personal stories across a range of demographics and nationalities, highlighting both the influence that mechanisation has had on the conduct of conflict and the impact it has had on individuals caught up in it. The collection is widely used by researchers; public, academic and commercial, whose interests range from the personal experience of conflict to the development of technology.

As IWM's most senior large objects specialist, you will at all times demonstrate and develop a high level of knowledge and a breadth of expertise about the collection based on extensive research and experience. You will use this to drive the development and documentation of the collection, and support its commercial exploitation, public programme, research and the work of other teams and departments.

You will promote the use of the large objects collections, both within IWM and externally. You will steer the strategic development of IWM's large objects collection through liaison across Narrative and Content and IWM as a whole.

You will also play a leading role in creating a working culture that is responsive, collaborative and committed, and an environment that welcomes curiosity and creativity. Finally, you will champion the Change programme and the opportunities it brings with it, both for IWM in its operations and activities and for our audiences.

Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will drive the delivery and development of all services within your department, and contribute to the development of other areas as required.

You will be an experienced specialist in your area and take on broad responsibilities, working across departments effectively, with individuals, partner organisations and volunteers.

You should be able to lead, manage and motivate your staff, partners and volunteers in order to get the best out of them.

You will play a key role and in the development of corporate and departmental strategy and initiatives.

You will be expected to comply with corporate standards, and use corporate systems, processes and procedures— and undertake any necessary training as directed.

In addition, your duties will include:

1. To lead on the research, interpretation and development of IWM large objects collections, and the relevant sub-systems thereof, and to advise on their appropriate interpretative use and presentation.
2. To meet regularly with, coach, support and advise relevant curatorial specialists across the department, to ensure the quality of their work as regards their specialism, to identify training needs, and to contribute to their appraisals.
3. To work with curators, Heads of historical teams, the Head of Historical and Curatorial Development and the Department of Collections Management to develop the enhanced

interpretation of the large object collections and to assist with the development of their documentation and digitisation.

4. In collaboration with Collections Management, to agree and advise curatorial teams on approaches to and standards for interpretation and cataloguing of the collections and ensure that these are upheld across IWM.
5. To liaise with Collections Management regarding the large object collection, and to inform IWM practice by establishing peer-to-peer relationships with large objects with individuals and organisations that set and provide guidance on collections development, collections care and curatorial standards.
6. To develop academic research projects and meaningful partnerships that enrich understanding of our large object collections.
7. To put forward imaginative ideas for exhibitions and other elements of the public programme and to respond to requests from across IWM for knowledge and skills, co-ordinating, delegating and apportioning resource accordingly.
8. To support the Assistant Director (Narrative and Content), Head of Historical Development and work with the Heads of historical teams in identifying strategic priorities and development of corporate plans.
9. To facilitate among curators across IWM an understanding of our large object holdings, their unique qualities, their place within the material culture of conflict, and their potential for reaching our audiences.
10. To advise on large object conservation and restoration projects, providing curatorial briefs explaining the objectives of such and the projected fit and finish of the end-product. Liaison with conservation teams as projects progress to assist with queries of an historical and technical nature as they arise.
11. Identifying, sourcing, collecting and arranging the appropriate storage of original spare parts missing from exhibits held within the large objects collections of the IWM.
12. Maintenance and upkeep of a technical library to assist curatorial staff and large object conservators with the provision of pertinent technical data to ensure that any conservation and reinterpretation is authentic and historically accurate.
13. To support the Heads of historical teams in creation and development of content for galleries and exhibitions, as well as Learning, Development, Press, Publishing, Media, Marketing and Commercial outputs and activities
14. To develop academic research projects and meaningful partnerships that enrich our understanding of our collection.
15. To facilitate access to our collection, knowledge and skills to the public and to colleagues across IWM.
16. To apply excellent communication skills in working with audiences and stakeholders, both internal and external, and with other large objects specialists.

17. To work at all times as a team member, consulting with colleagues and sharing knowledge and information.
18. To ensure that all areas of activity deliver IWM brand values and comply with corporate priorities, standards and systems at all times.
19. Representation of IWM on external professional and academic boards and at conferences, workshops and seminars
20. To identify and implement learning and development needs of both yourself and your team.
21. Providing media interviews and giving tours and presentations to stakeholders and VIP visitors

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification: Grade 8

	Essential criteria	How this will be assessed
1	Understanding of IWM and its purpose	Application Form & Interview
2	Degree and/or postgraduate qualification in history or other relevant subject	Application Form & Interview
3	Demonstrable knowledge of C20 & C21 British History and its international context	Interview
4	Demonstrable knowledge of frameworks – legal, ethical and professional – in which IWM operates, with practical experience of their application	Interview
5	Demonstrable experience in the application of digital image and documentation standards and technologies in a museum, archive or similar environment.	Interview
6	Demonstrable experience of working with vehicles and aircraft, shaping a large object collection through acquisitions and/or disposals and developing its public understanding through research and programmes.	Application Form & Interview
7	A demonstrable ability to use Microsoft Office, email and the internet.	Application Form
8	Project Management experience	Application Form & Interview
9	Demonstrable experience of cataloguing large objects and writing about them for the public – books, exhibition text, web or print articles.	Application Form & Interview
10	Demonstrable understanding of the complexities of the curation and care of large objects within a museum context.	Application Form & Interview
	Key competencies	
11	Proactive Change: Takes an active role in encouraging and implementing new ideas. Demonstrates a creative and flexible approach. Uses delegation and coaching to help others to develop new skills	Application Form & Interview
12	Planning & Results Drive: Identifies priorities and consistently achieves key targets. Takes practical steps to overcome obstacles to personal and team goals. Tackles tasks in a systematic, efficient and logical manner. Demonstrates a persistent and determined attitude in the face of difficulties.	Application Form & Interview
13	Encouraging Collaboration: Develops positive and productive relationships with colleagues at IWM and other organisations. Encourages the team to consult with and listen to others. Uses collaboration to deliver more effective solutions.	Application Form & Interview
14	Meeting Audience Needs: Applies excellent two-way communication skills in order to fully understand audience needs and expectations. Values all types of customers and is genuinely committed to providing them with a positive experience of the organisation.	Application Form & Interview
15	Developing Diversity: Encourages the team to develop a better understanding of customers and staff from non-traditional backgrounds. Demonstrates a personal commitment to fairness and equality of opportunity. Decisively tackles approaches or attitudes that are biased.	Application Form & Interview

16	Commercial Acumen: Complements their technical and professional expertise with business skills. Understand the realities and complexities of running a cost-effective service. Manages resources responsibly.	Application Form & Interview
17	Leadership/Management Skills: Uses positive communication, openness and integrity to motivate staff.	Application Form & Interview
18	Provides clear direction for their team. Gains the trust of others through fairness, consistency and acting as a role model.	Application Form & Interview
	Desirable	
19	Postgraduate qualification in Museum Studies or Archives and Records Management	Application Form & Interview
20	Ability to read and speak a second language	Application Form & Interview

Additional Information

Benefits

The benefits listed below are discretionary and IWM reserves the right, with due notice, to vary or withdraw them at any time. All such benefits apply during the course of your employment only.

- The annual leave allowance is 25 days per annum plus public holidays rising to 30 days after 5 years
- IWM is a member of the Civil Service Pension Scheme. Employer pension contributions to the civil service pension scheme vary but are normally between 16.7% - 24.3% dependent on salary and length of service.
- An interest free season ticket loan scheme after three month's service.
- 20% discount in IWM's shops.
- 25% discount in IWM's cafes.
- Free entry to the majority of Airshows at IWM Duxford.
- Free entry to most fee charging exhibitions in other National Museums.
- Continuous professional Training & Development opportunities.
- Enhanced maternity and paternity benefits linked to length of service.
- Child care vouchers
- IWM staff are entitled to membership of the Benenden Healthcare Society (subject to their terms & conditions).
- IWM staff also have access to The Charity for Civil Servants.
- Ride 2 Work Scheme

Selection

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The short listing criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted.

To Apply

Apply online via our website www.iwm.org.uk/corporate/jobs

Please note we do not accept CV's, you will be required to fill in an online application form.

If you have any queries please contact us at recruit@iwm.org.uk

The closing date for receipt of applications is 9 am, Monday 12 June 2017.

Interviews will be held on Tuesday 20 June 2017 at IWM Duxford.

We regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.

IWM is committed to a policy of Equal Opportunities

