

## Role Profile

Job Title:	<b>Senior Curator</b>
Department:	Conservation and Collections (Museum Operations Directorate)
Reporting:	Head of Collections and Research
Location:	NMRN HQ, FAAM
Date:	October 2020

### NMRN Vision and Mission

**Vision:** To be the world’s most inspiring Naval Museum

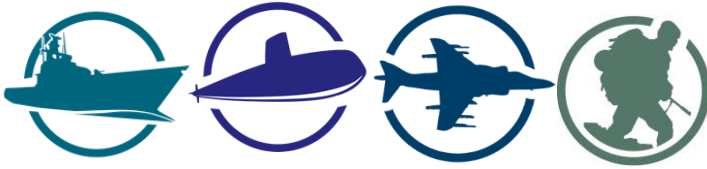
**Mission:** Inspiring learning, enjoyment and engagement with the story of the Royal Navy, and its impact in shaping the modern world.

### Primary Job Purpose

- To contribute as a senior member of the team that develops and oversees implementation of the Museum’s Corporate Plan as it relates to Collections and Research.
- To contribute as a member of the team of Senior Curators planning work programmes and the use of resources.
- To contribute, or lead as appropriate, as a senior member of the team planning interpretation of our story across the NMRN’s museum sites.
- To coordinate gallery maintenance for specific sites.
- To lead on delivering elements of the Corporate Plan which will: create a single coherent collection, integrate collections information, and improve collections access
- To act as a professional leader, with responsibility for feeding in best practice and innovation.
- To raise the profile of the Museum’s through: media work, sector engagement, lecturing, publications, conferences, and partnerships.

### Decision making authority and freedom to act

- Takes responsibility for the success of specific projects acting with significant degree of autonomy.
- Contributes to/Leads project teams, as required.
- Sets detailed work programmes.
- Reports to Project Boards during the delivery phase of capital projects.
- Research funding opportunities and write content of funding applications.



Uses initiative to raise the profile of the NMRN externally.

Attends Advisory groups as required.

### Financial responsibility

Delegated authority from Head of Collections and Research (Band E).

Project Budgets as delegated by Project Directors.

To operate within the agreed budget non-staff costs and comply with NMRN financial policies.

### Information systems

Active part in Senior Curators Team Meetings.

Leads project teams.

Commissions or creates project planning documents: briefs, budgets, timetable.

Tender documents for procurement.

Collections Management Systems.

To ensure all information systems are operated in accordance with NMRN policy and procedures and comply with the General Data Protection regulations (GDPR). To act as role model for GDPR within the organisation.

### People management

Is a role model of NMRN values and behaviours whilst at all times acting to enhance the National Museum's reputation and ensuring its collections are protected for future generations.

Manages and takes responsibility for professional development of Curators or Conservation Technician and Shipkeepers within the Collections and Conservation team.

Motivates, inspires and influences others allowing individuals and team to develop and reach their full potential.

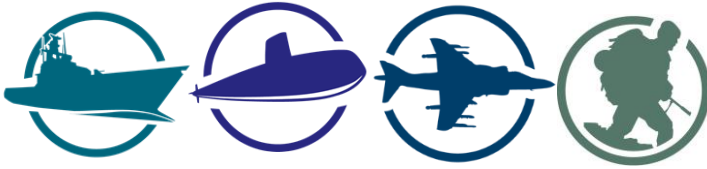
Identifies learning and development opportunities for individuals and teams, and ensures team resilience in skill sets through succession planning.

Effectively delegates to support individual and team development to achieve team and strategic objectives.

Ability to adapt management style, when required to suit demands of matrix management

Ability to co-ordinate, plan and chair meetings.

Developing knowledge of own work area to positively share with colleagues.



Ability to work within and effectively contribute to a variety of teams.

### Communication and relationships

Works with colleagues at all levels across the Museum.

Point of contact for General Manager at specific sites.

Establish and maintain good working relationships with externally commissioned professionals.

External partnerships e.g. other heritage organisations, HEIs, publishers, media, special interest groups etc.

Ability to positively represent the Museum to external organisations.

### Knowledge, Skills and Experience

Subject	Mandatory
<b>Knowledge</b>	<p>High level of professional knowledge indicated by professional qualification, working towards accreditation, or significant equivalent experience.</p> <p>Breadth of understanding across naval history, with expertise in one period and/or branch and/or specialist area.</p> <p>Understanding of the contemporary Royal Navy and Royal Marines.</p> <p>Understanding of the development and delivery of heritage projects.</p>
<b>Experience</b>	<p>Significant experience of working within the sector, preferably with experience of exhibition / interpretation development, and/or project management.</p> <p>Significant experience of sharing understanding through publication, broad-casting, public-speaking or training.</p> <p>Evidence of individual responsibility for past projects to raise profile.</p> <p>Experience of leading and managing staff.</p> <p>Experience of budget planning and obtaining best value from external contracts</p> <p>Developing projects, and longer-term partnerships with external organisations.</p> <p>Ability to work independently and organise and prioritise workload to meet changing demands and comply with tight deadlines.</p>

*These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.*



I have read and fully understand the above Role Profile

Agreed by ..... Date:..... (Employee)

Approved by:..... Date:..... (Line Manager)