

# Hertfordshire County Council Job Outline



**JOB TITLE:** Conservator  
**GRADE:** H8-H9 Career Grade  
**REPORTS TO:** County Archivist  
**TEAM:** Hertfordshire Archives & Local Studies (HALS)  
**DEPARTMENT:** Resources

## **Purpose of the Job**

To undertake professional conservation and preservation work to national and international standards, to HALS' specifications and Archive Accreditation standards, to contribute to the overall work of HALS' team, supporting HALS staff with outreach work and relevant staff training. To support the delivery of 'Shared Heritage': the 10-year strategy for Heritage Services.

## **Main Areas of Responsibility**

Survey the conservation needs of any documents requiring treatment, assess the nature of the damage and determine suitable repair treatment, including salvage requirements in emergency situations.

Undertake practical preservation and conservation work to preserve material held by HALS, including paper, parchment and vellum documents, books, maps, photographs and microforms etc. according to service priorities including preparation for digitisation and exhibitions.

Maintain a comprehensive record of all fragile documents and conservation work completed, noting methods and materials employed during treatment with the aid of archive collections management or other software.

Advise staff, volunteers, members of the public, museums, libraries and other council departments on safe storage, handling, copying, display and repair of documents of all kinds.

Order and maintain stocks of materials and storing materials in accordance with COSHH guidelines and budget requirements.

Take responsibility for oversight of the conservation studio and strong rooms, ensuring that the environmental and storage conditions at HALS accord with appropriate standards.

Supervise staff, volunteers and project workers in the conservation studio and other areas, providing support and guidance as necessary, including the mentoring and training of conservation work experience placements. Act as Duty Manager and undertake line management of specific posts as the service requires.

Contribute to HALS learning and community outreach programmes by preparing and mounting material for exhibition, advising on safe display, developing and delivering talks and courses to the public and to library and museum staff, (e.g. on the care and handling of documents), and participating in open days and other outreach events as required.

Contribute to income generation through delivery of chargeable services and support for funded projects.

Maintain current awareness of professional developments in the conservation field and advise managers and staff of any impacts on the service.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- You will have a recognised qualification in paper conservation covering the conservation of books and documents (for example: Archives & Records Association Certificate in Archive Conservation, BA or Diploma in Archive Conservation, PACR via ARA (UK & Ireland) or ICON) or equivalent
- You will be a methodical, accurate, painstaking and tidy person with extensive knowledge of the relevant professional standards, guidelines and equipment used in archival conservation and preservation
- You will be able to apply your excellent knowledge of the appropriate conservation methods, preservation and collections care for a wide range of physical media including paper, parchment and vellum, maps, bindings, seals and photographs
- You will be able to lift and carry awkward and heavy items. Specialist equipment such as trolleys will be provided where necessary
- You will be able to communicate effectively in person, by telephone and in writing, including reports for customers and funded projects. You will be both

confident and competent in the use of ICT for archives and conservation, including Microsoft Office and archive collections management software. Knowledge of CALM would be desirable

- You will remain calm under pressure and be able to prioritise your workload to meet deadlines and agreed targets
- You will be flexible and able to assist with learning and outreach activities as required. This will include occasional events that take place out of hours and at weekends
- An important part of the role is being able to use your initiative and work effectively without direct supervision
- You will be able to drive a leased vehicle to retrieve documents from the outstores and elsewhere.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).