

November 2021

INTERNAL VACANCY

Thank you for your interest in the post of **Graduate Conservation Assistant – Books Department (Fixed Term Contract)**.

Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Sue Slade
Human Resources Business Partner

Email: HRMailbox@westdean.ac.uk
Tel: 01243 818276

Closing date for applications: 08 December 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Candidates for this role will need to be able to demonstrate a current Right to Work in the UK.

Diversity & Inclusivity Statement:

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Graduate Conservation Assistant – Books Department
CONTRACT	Temporary Fixed Term Contract for either: (0.4 FTE 14 hours per week for 9 months) OR (0.6 FTE 21 hours per week for 6 months)
LOCATION	West Dean College of Arts & Conservation
RESPONSIBLE TO	Subject Leader Books/Head of School of Conservation

ROLE SYNOPSIS

This role provides an excellent opportunity for one of our recent Graduates from 2020/2021 to gain valuable work experience within the Books Department and the aim is to provide the successful candidate with a positive start to their career within Books Conservation.

The post holder will be responsible for the provision of assistance and support to the Books Department, with a focus on the GD and MA Conservation – Books Programmes, which will include maintenance of materials stocks, completing conservation treatments and support to students within the workshop. This would involve liaising with Tutors and the Technical Resources Department.

KEY RESPONSIBILITY AREAS

- Completion of treatments of objects currently in the workshop to enable constructive liaison with students and timely completion of projects.
- Provide technical support/instruction to students regarding safe use of equipment and materials
- Ongoing audit of the objects stored for future treatment, and assisting Books Conservation Subject Leader and Tutor(s) with tracking treatments in progress and status of objects with the Historic Objects Officer in the Collections Department.
- Maintaining a system for the students and staff to request materials as needed.
- Creating and maintaining up to date records of stock and equipment for the workshop and assisting with the ordering of materials to maintain stock levels.
- Participate in the maintenance of up to date COSHH folders and writing risk assessments for the use of chemicals, equipment, and processes alongside relevant Safety Data Sheets.
- Help prepare material for tutor and visiting lecturer demonstrations and if this becomes necessary, remote learning.

General

- Undertake any other duties as may be reasonably requested across the School of Conservation

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Graduate of a 2020-21 Conservation programme Working knowledge of the professional practices within the conservation discipline to Graduate level or above.	
Experience and Knowledge	Working knowledge of Conservation studio practice specific to the discipline. Awareness of current theoretical, conceptual and practical issues within the discipline.	
Skills and Personal Characteristics	Ability to work as part of a team. A high level of organisational skills and ability. Management, Facilitation and Liaison skills Practical skills. A flexible and positive approach to work.	Interest in personal research and continuing professional development

**GRADUATE CONSERVATION ASSISTANT – BOOKS DEPARTMENT
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Fixed Term Contract for a period of 9 months.
Duties:	As attached job description.
Salary:	£27,270 per annum, pro-rata £10,908 per annum. £8,181 for the duration of the contract period.
Hours:	14 or 21 hours a week 2 – 0.4 Fte or 0.6 Fte.
Place of Work:	West Dean College.
Holidays:	33 days per holiday year pro-rata, (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve month period (based on Fte pro rata), after six months continuous service or other period at West Dean's discretion.
Benefits:	Contributory pension scheme, Life Insurance cover, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free car parking on campus.