

Title	Graduate Conservator & Technician
Reports to	Head of Conservation, Objects & Outdoor Heritage
Division/Department	Objects & Outdoor Heritage
Location	53 Victoria Avenue, Chatswood

1. PURPOSE

The Graduate Conservator & Technician provides technical and administrative support for a wide range of conservation projects in ICS labs and on site.

They work closely with conservators to undertake elementary conservation treatments under supervision and according to their skills and experience. In collaboration with team members, they help to develop conservation methodologies and also provide ancillary functions such as photo-documentation, purchasing, research and transport. They have a primary responsibility for ensuring lab materials and equipment are serviceable and available when required.

Other activities may include project implementation, disaster response, contributing to project reports, and supporting other team members.

In addition, all ICS staff are encouraged to broaden their skill base by supporting projects in other disciplines when opportunities arise.

2. REPORTING RELATIONSHIPS

The Graduate Conservator & Technician:

Reports to	<ul style="list-style-type: none"> • Head of Conservation, Objects & Outdoor Heritage • Conservators and Conservation Project Managers for specific jobs
May supervise work undertaken by	<ul style="list-style-type: none"> • casual staff • subcontractors

3. DUTIES AND RESPONSIBILITIES UNDERTAKEN BY ALL ICS STAFF

This position description should be read in conjunction with the following documents:

- *Working at ICS: Position Guide*, which provides an overview of duties relevant to all ICS staff

4. MAJOR RESPONSIBILITIES

Conservation

Outcome: On time, profitable, quality project outcomes are appropriate to client needs

- Undertake elementary conservation treatments with guidance and supervision to a high standard in accordance with the AICCM Codes of Ethics and Practice and the Australia ICOMOS Burra Charter.
- Conduct research and seek guidance from colleagues or contacts as required.
- Prepare treatment workspaces, routine preparation of consumable materials, etc.
- Photo-document objects/projects before, during and after treatment.
- Ensure up-to-date treatment records are maintained.
- Assist with preparation, packing and unpacking of site equipment and materials.
- Assist with the handling and transport of objects, including moving oversized and or/heavy objects into and out of storage.
- Support formulation of estimates, eg. sourcing quotes for materials, subcontractors.
- Support report writing as required, eg. drafting and collation of photographs.

Technical operations

Outcome: ICS administration and management processes support the delivery of positive financial outcomes

- Ensure labs and equipment are properly maintained, eg. workspaces are in order, electrical tagging is up to date, filters are usable.
- Purchase and collect supplies and materials.
- Manage PPE supplies for conservators and ICS vehicle PPE boxes.
- Ensure the Equipment Register and maintenance schedule is up to date for OOH equipment.
- Maintain and update MSDS register and folders.
- Identify and implement operational improvements.
- Engage with and contribute to the achievement of ICS strategic goals.

Project Management

Outcome: Project management skills are utilised to support successful job outcomes

- Communicate effectively with clients and colleagues about job requirements and work progress.
- Support the writing of submissions and quotes.
- Support in-house projects as required.

Client Relations

Outcome: ICS clients are confident about our work and value their interactions with staff, resulting in ongoing, productive relationships

- Develop client service skills to engage, inform and communicate effectively with clients.
- Support supervisors to manage client expectations during quoting and treatments.
- Support supervisors to ensure clients are involved in decision-making at the earliest time.

Teamwork and leadership

Outcome: ICS conservation and administration teams function smoothly to maximise productivity and well-being of staff

- Work collaboratively in project teams, which may include conservators and specialist sub-contractors.
- Participate in team meetings and support team administration.
- Seek advice and support to manage difficult jobs.
- Contribute to the skills development of peers and team members, eg. through sharing technical and professional insights and learnings.

Work, Health and Safety

Outcome: ICS is a healthy and safe work environment for all staff

- Take reasonable care and cooperate to protect the health and safety of self and others.
- Model safe work practices in own behaviours.
- See *Working at ICS: Position Guide* for more detailed information for all staff and Team Leaders.

Professional Development and training

Outcome: Personal career goals are nurtured and enhance ICS standing in the profession

- Actively engage in personal professional development, eg. through on-the-job acquisition of expertise, formal training, and through professional activities, organisations and events.

5. ADDITIONAL DUTIES

Additional related duties, as required from time to time.

APPROVALS AND REVISION

Written/revised by	Approved by	Approval date
Ruth Thompson Operations Manager	Nicola Ashurst, HOC	13 July 2021

KEY SELECTION CRITERIA

Skills and knowledge

1. Up to date knowledge and strong technical expertise in the relevant conservation discipline.
2. Excellent hands-on technical skills for a variety of conservation jobs and projects.
3. Ability and interest to learn about working with complex conservation challenges.
4. Skills and ability to use a variety of hand tools and other equipment, eg. lifting equipment, drill.
5. Excellent written and verbal communication skills in English, including technical report writing and client liaison.
6. Proficient use of business technology including Microsoft Office software and digital photography.
7. Sound working knowledge of, and commitment to, Work Health and Safety practices in the workplace.

Personal attributes

8. Strong interpersonal skills that bring positive contributions to the team environment
9. Strong organisational and time management skills.
10. Initiative and willingness to learn variety of tasks and to work collaboratively.
11. Strong commitment to providing excellent client service.
12. Outcomes-focused, with a level-headed approach, helpful attitude and excellent work ethic.
13. Enthusiasm for contributing to and furthering the work and aims of ICS.
14. Strong, demonstrated commitment to the AICCM Codes of Ethics and Practice and the Burra Charter.
15. Enthusiasm for contributing to and furthering the work and aims of ICS.

Experience

16. Recent conservation graduate or Emerging Conservator with some practical experience within their conservation discipline.
17. Demonstrated ability to complete work on time.
18. Demonstrated experience of working cooperatively with people from diverse backgrounds and contributing to effective and collaborative teamwork.
19. Demonstrated ability to work safely and manage safety in the workplace, eg. safe work practices, safe lifting, chemical awareness, equipment maintenance.
20. Previous experience of working in a technical role or the private conservation sector will be valued.

Qualifications

21. Tertiary qualifications in Materials Conservation or similar.
22. Membership of the AICCM (Australian Institute for Conservation of Cultural Material) or eligibility to apply for membership.
23. Drivers Licence