

<b>Title</b>	Senior Objects Conservator
<b>Reports to</b>	Head of Conservation (Objects & Outdoor Heritage)
<b>Division/Department</b>	Objects & Outdoor Heritage Division
<b>Location</b>	53 Victoria Avenue, Chatswood, NSW

### 1. PURPOSE

The Senior Objects Conservator is responsible for a wide range of conservation projects in the discipline of their training. The work features a wide variety of materials and project scale, and includes both site and lab-based jobs.

Day to day activities include coordinating and undertaking all technical aspects of conservation, planning and implementing projects, authorising quotations and invoices within their delegation, budget management, subcontractor liaison, disaster response, writing project reports, guiding other team members, and liaising with clients. Preparation of complex quotations is a key responsibility, which includes advising on risks and contract deliverables. From time to time they support the work of other colleagues and ICS sections. They have a strong focus on maintaining a good flow of both internal and external communication.

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

Fostering client relationships and networking to promote future work opportunities is also an important element of the role.

### 2. REPORTING RELATIONSHIPS

The Senior Objects Conservator:

<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Head of Conservation (Objects &amp; Outdoor Heritage)</li> <li>• Principal Objects Conservator as required</li> <li>• other project managers when working on specific jobs</li> </ul>
<b>Regularly supervises work undertaken by</b>	<ul style="list-style-type: none"> <li>• conservators</li> <li>• conservation technicians</li> <li>• casual staff</li> <li>• subcontractors</li> </ul>

### 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
- *Key Capabilities: ICS Technical Staff*, which provides a general guide to qualifications, experience and capabilities.

#### **4. MAJOR RESPONSIBILITIES**

##### **Conservation**

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

- Develop conservation methodologies and quote on jobs in collaboration with team members and clients, including complex treatments, disaster response and preventive conservation.
- Conduct research and seek guidance from colleagues or contacts as required.
- Carry out conservation treatments to a high technical standard in accordance with the AICCM Codes of Ethics and Practice and the Australia ICOMOS Burra Charter.
- Work collaboratively in project teams, which may include conservators and specialist sub-contractors.
- Work with and guide other staff as required, both within the team and in collaboration with other ICS teams.
- Ensure up to date treatment records are maintained.

##### **Project Management**

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

- Provide effective handover of projects to Project Executives, and ensure team members have a clear understanding of client requirements and scope of work.
- Manage the review and delivery of contracts and subcontracted jobs.
- Use ICS processes and standard project management practices to plan and manage the delivery of profitable jobs.
- Communicate effectively with clients and colleagues about job requirements and work progress.
- Coordinate, write, review and advise on tender submissions, and obtain appropriate approvals.
- Actively identify and manage variations to scope on jobs.
- Ensure on time invoicing and record keeping for projects.

##### **Client Relations**

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

- Engage, inform and communicate effectively with the goal of providing excellent client service.
- Actively manage client expectations during the quoting and treatment stages of work.
- Identify ways to enhance job value (quality, financial, timing) for both clients and ICS, and discuss opportunities with ICS Management.
- Ensure clients are involved in decision-making at the earliest appropriate time.
- Provide regular advice to ICS Management about client feedback.
- Support ICS Management to effectively deal with client concerns.
- Represent ICS to key clients as their professional business contact.

### Teamwork and leadership

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

- Coordinate or participate in team meetings, and support team administration including work allocation, staff utilisation and company administration.
- Support staff to identify and manage difficult jobs.
- Contribute to the skills development of peers and team members, eg. through sharing technical and professional insights and learnings.
- Ensure labs and equipment are properly maintained.

### 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.

### Business operations

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

- Support the timely production of invoicing and monthly financial reports.
- Identify and implement operational improvements.
- Engage with and contribute to the achievement of ICS strategic goals.
- Assist ICS management with staff recruitment.

### 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.

### Business development

**Outcome:** Client relationships and networks are developed and maintained to promote prospective work opportunities

- Identify new business opportunities and work with new and existing clients to tailor ICS services.
- Work with ICS Management to implement marketing strategies.

### Promotion of ICS

**Outcome:** Staff professional links enhance awareness of the value of ICS work

- Represent ICS at conferences and forums through papers, talks and providing advice as required.
- Engage in networking to build the reputation of ICS, eg. through professional associations and client contacts.

#### 5. ADDITIONAL DUTIES

There are no additional duties.  
OR add duties.

#### APPROVALS AND REVISION

Written/revised by	Approved by	Approval date
Ruth Thompson Operations Manager	David West Executive Director	15 August 2017
<i>Minor updates:</i> Ruth Thompson Operations Manager		24 November 2020

## **KEY SELECTION CRITERIA**

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### **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 to analyse and develop appropriate treatment methodologies for a range of materials, including development of solutions for complex conservation challenges.
4. Excellent written and verbal communication skills in English, including technical report writing and client liaison.
5. Proficient use of business technology including Microsoft Office software and digital photography.
6. Sound working knowledge of, and commitment to, Work Health and Safety practices in the workplace.

### **Personal attributes**

7. Strong interpersonal skills that bring positive contributions to the team environment, along with the ability to work independently.
8. A willingness to consult and collaborate on treatments approaches.
9. Strong organisational and time management skills.
10. Outcomes-focused, with a level-headed approach, helpful attitude and excellent work ethic.
11. Strong commitment to client service and building effective working relationships.
12. Strong, demonstrated commitment to the AICCM Codes of Ethics and Practice and the Burra Charter.
13. Enthusiasm for contributing to and furthering the work and aims of ICS.

### **Experience**

14. Minimum 8 years experience as a conservator after graduation with an appropriate tertiary qualification, including successfully undertaking technically challenging conservation projects.
15. Experience mentoring junior staff and leading small conservation project teams.
16. Demonstrated ability to complete work on time and manage budgets.
17. Previous experience of working in the private conservation sector will be valued.
18. Engagement with current conservation practices and developments.

### **Qualifications**

19. Tertiary qualifications in conservation.
20. Membership of the AICCM (Australian Institute for Conservation of Cultural Material) or equivalent other professional organisation, or eligibility to apply for membership.
21. Drivers Licence.