JOB DESCRIPTION

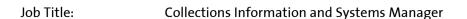Job Title: Collections Information and Systems Manager

Division: Research & Collections

Department/Section: Conservation and Collections Management /Collections Management

Reporting to: Head of Collections Management

Background

As the world's greatest museum of art and design, the V&A enriches people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The Collections Management team is responsible for providing collections management support and consultancy and cultural property advice, enabling improved physical and digital access to information about the collections.

This is an exciting time to join the team. We will shortly launch our new Digital Asset Management System and continue to develop our Collections Management System to transform and support the way we manage the Museum's collections and work together to deliver our public programme and are moving into a phase of live working with new system based Collections Management Workflows. The post holder will also play an important role in supporting the Museum's Digital Strategy in relation to Collections activities.

Purpose of job

Reporting to the Head of Collections Management the post holder is responsible for championing excellent collections information management and the effective day to day management and development of the Museum's collections and digital asset management systems (DAM).

You will be a strong advocate for collections information and systems management and cataloguing standards. An excellent communicator, you will be able to facilitate and lead discussions with staff across the Museum and to liaise effectively with senior management.

Main tasks

1. Work with the Head of Collections Management, Collections Management team and users within the museum to embed new working practices implementing a workflow based approach to Collections Management activities.

2. Manage a small and busy team of three permanent staff as well as contract staff, interns and

volunteers as required. Lead and coordinate the work of the team, working with the Collections Documentation and Procedures Manager to ensure that the section's work is prioritised and well planned.

3. Day to day management of the Collections Management and DAM systems for our est. 500 users to ensure the systems are fit for purpose, well managed and meet the Museum's objectives of (i) enabling access to collections information and (ii) efficient working practices for staff.
    - As the first point of contact with our system supplier, work with our IT Business Change Partner and Change Manager to plan future development.
    - As the owner of the Collections Management issue log, take responsibility, supported by the Database Administrator, IT and system suppliers for ensuring system issues are reviews and resolved appropriately.
    - Provide ongoing support to system users, chair the 'Lead Users' Group.

3. As the specialist lead for cataloguing and metadata standards, act as editor of the V&A's Cataloguing Manual and User Manual. Work with colleagues to ensure that we create data efficiently and effectively to support our objective of 'create once, publish everywhere' – minimising duplication and enabling access.

4. Develop strategies and quality control procedures to ensure that data and authority files conform to agreed guidelines and standards. Develop terminology standards as chair of ht Terminology Working Group and develop a programme of cataloguing and data improvements (cleaning, mapping, transfer etc.), working with system users and assist with the development of the Museum's annual Cataloguing and Digitisation Plan.

5. Contribute to/manage projects that improve and facilitate access to collections information to ensure it is planned in a sustainable way, e.g. the development of Search the Collections, with our Digital Media and IT teams, data management /delivery projects (e.g. Europeana Fashion project) and participate on the Digital FuturePlan 'DAM' Working Group.

6. Advise on/manage cataloguing and digitisation projects.

7. Provide business reports and oversee the creation of project reports as required.

8. Actively contribute to strategy development and planning within the Collections Management department and division as required. Participate in divisional working/planning groups ensuring that section needs are represented.

9. Be committed to health and safety and ensure familiarity with all of the V&A's health and safety policies and procedures.

10. Be security conscious, ensure familiarity and co-operation with all V&A security procedures and

ensure you wear a security pass at all times when on museum premises.

11. Promote equality and diversity in all aspects of your work by developing and maintaining
Positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and
actively contributing to developments that support the museum's strategy for widening access,
inclusion and diversity.

12. Carry out any other duties that may be reasonably required.

PERSON SPECIFICATION

Essential requirements

1. Degree level qualification in an information management, library, archival or museum-related
discipline.

2. Proven line management experience and sound project management experience with proven planning
and scheduling skills and the ability to balance conflicting demands and meet tight deadlines.

3. Experience of day to day management and the development of collections management systems,
managing user and supplier relationships, developing requirements and implementing upgrades.

4. Strong knowledge of cataloguing and metadata standards used by the sector (museum, library and
archival collections), proven ability to work with large data sets meticulously and consistently;
experience of analysing, cleaning and inputting data to collections databases.

5. A good understanding of collections management standards and procedures (e.g. acquisitions, loans) and
an understanding of how to implement these in a process based solution.

6. Excellent interpersonal and communication skills with the ability to communicate information clearly and
concisely (written and verbal) to specialist and non-specialist audiences.

7.   Experience in or demonstrable aptitude for the development and delivery of training.

8. Ability to involve, motivate and/or facilitate groups or teams of people to contribute to a shared goal.

9. Self motivated and task orientated with an attention to detail.

Desirable requirements

1. Postgraduate qualification in Information Management, IT or other relevant discipline.

2. Experience of data management and standards and automated systems in an archival or library environment.

3. Project Management qualification.

4. Knowledge of or interest in the V&A and its collections.

OTHER INFORMATION

Hours/Salary:
Net working hours (i.e. excluding meal breaks) are 36 per week.
The salary for this role will be £32,065 - £38,542 per annum. Salaries are reviewed on an annual basis.

Annual leave:
28 days plus 8 days public holidays

Pension benefits:
You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:
Non-contributory life assurance policy (to value of 4 x annual salary)
An interest free season ticket or bicycle loan is available after three months.
Free entrance to all the major museums and exhibitions in London as well as many others.
Subsidised staff restaurant
Discounts on purchases in V&A shops
Childcare Voucher Scheme

Application process:
Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is midnight 23rd August 2017

Interviews to be held on 31st August 2017

Interview expenses will not be paid unless there is a prior agreement.