

JOB DESCRIPTION



Job Title	Project Technical Team Manager V&A Blythe House Decant	Duration	Fixed term to end October 2023
Division	CCA	Hours/FTE	Full-time (36 hours per week)
Dept	Conservation & Collection Management	Salary	Range £27,878 – 33,506
Reports to	Collections Move Manager	Direct Reports	4x Museum Technicians

Context

The post is based full time at Blythe House, the V&A's collection store in West Kensington, London, where you will be working as part of a dedicated decant technical team.

This post will work with the V&A Collections and V&A East Project team, including external collections move contractors to support the Blythe House decant project on extensive planning and preparation for the move of collections to Stratford, East London and the enabling works programme.

Main Purpose of job

This post will provide essential support to the Collections Move Manager and play an important role in ensuring that our collections are ready and safe to move. You will act as direct line manager for the Decant Project Technical Team delivering a range of object packing prior to the museum store decant and work closely with the Technical Team at South Kensington. Your duties will be hands on with collections, working across a wide range of different types of objects. You will liaise with the appointed Transport Contractors to carry out the Blythe House collections move.

Key Responsibilities

To lead and manage a team of 4 Blythe House Decant Technicians including performance management, holiday and sick absence, health & safety and collection security.

Implement activities to prepare Blythe House collections for the move to the Storehouse, Here East Stratford ensuring there are clear milestones and timely reporting. To ensure objects moving between sites are coordinated and appropriately transported.

Advise Transport Contractor on logistics and access to specific objects requiring specialist handling and bespoke packing. Work with Installation and Planning Managers, Audit and Archives teams to provide access to objects and crates to enable collection move pre-packing.

Ensure Technicians team retain accurate object records and produce appropriate documentation making full use of CMS to update location records and images.

Ensure manual handling equipment, machinery and tools are used correctly and with due care and attention to health and safety. Ensure a clean and safe working environment. Complete RAMS and Permit to Work (when required) and ensure LOLER tests are completed.

Monitor and feedback to collections staff, wider Museum colleagues to ensure effective dissemination of information through various formats e.g. emails, reports, meetings.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.

PERSON SPECIFICATION

Job Specific	Proven experience managing and leading staff and volunteers. Training or mentoring to develop staff skills. Budget management, monitoring spends and forecasting.
	Demonstrable technical skills, including ability to lift, carry objects. Experience of working with contractors and suppliers on collections handling and storage projects.
	Excellent IT, written and oral communication skills and experience of presenting plans and proposals to a range of stakeholders.
	Knowledge of H&S legislation, COSHH and other statutory requirements. Ability to assess risks and prepare RAMS.
Core Skills	Excellent interpersonal and communication skills.
	Ability to work in teams and independently, plan own work and those of others.
	Demonstrate a proactive attitude and show initiative to achieve quality work to tight deadlines.
	A practical and pragmatic approach to problem solving.
Behaviours	<p>Respects others' expertise, time, perspectives, and contribution. Promote equality and diversity by Developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and With respect and dignity in line with the Museum's strategy for widening access, inclusion, and diversity.</p> <p>Takes responsibility for delivering on actions, achieving high standards and learning from mistakes</p> <p>Open to change, flexible, accepting of new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and engaging way.</p>

Position in the team

