

Job Description

Job Title	Team Leader - Conservation
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	6
Competency Level	2
Salary	£35,412 - £39,862
Job Type	Office Based
Location	Liverpool Central Library
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

To be responsible for effective service delivery in libraries or archives and contribute to the planning, development, and delivery of priority areas of the service citywide.

Directly Responsible For:

Library and Information Assistant

Directly Responsible To:

Customer Services Manager - Liverpool Central Library

Main Areas of Responsibility:

- To assist with the provision of an excellent library and / or archive service for the whole community
- To specialise in conservation and archive areas assisting delivery and support of nationally accredited conservation services within the Liverpool Record Office
- To manage and deploy staff within the Conservation Department of Liverpool Record Office including their appointment, training, mentoring, motivation, supervision, counselling, discipline, health, and welfare including attendance management

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development
- Manage staff performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies

- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Handling of chemicals, liquids, sharp instruments, and electronic equipment associated with the conservation of books, maps and heritage materials
- Manual handling of heavy library and archive materials
- Use of small step ladders and large wheeled retrieval equipment
- Manoeuvring of manual book transport equipment
- Standing for long periods of time at bespoke work benches

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant formal qualification or equivalent skills and experience e.g. Archive Conservation / Conservator qualification to graduate degree or above, or specialist higher education award (A)

Desirable

- Demonstrate a willingness to undertake additional training

Experience

Essential

- Management of conservation services and staff within a conservation, museum, or archive environment (A,I)
- Maintenance and development of the archive environment to standards necessary to preserve National Archives Accreditation (A,I)
- Effective financial management and budgetary control (A,I)
- Knowledge of Health and Safety legislation and policies with reference to archive collections (A,I)

Desirable

- Experience of event planning and management
- Experience of mounting exhibitions

Skills/Abilities

Essential

- Ability to plan services to identify programmes of conservation work, develop programmes of public access to archive materials and design participative opportunities for groups and individuals that inform and educate people about archive collections and the conservation of heritage and community assets (A,I,T)
- Able to lead and advise on the care of our collections through environment including temperature, humidity, pollutants, pest management and light monitoring and be proficient in monitoring and reporting and data analysis to inform guidance for colleagues and stakeholders on preventive conservation, collection care and levels of risk (A,I,T)
- Good communication skills with the ability to communicate confidently and effectively with customers, suppliers, and staff at all levels (A,I,)
- Ability to work within and meet deadlines (A,I)
- Ability to effectively lead, develop and support teams (A,I)

Desirable

- Good digital skills including archive digital applications and software, digital conservation and preservation equipment, Microsoft applications, and collections and archive management systems software
- Ability to identify and respond to changes and opportunities

- Decision-making abilities

Commitment

Essential

- Provide evidence of commitment to equal opportunities and its implication for public libraries and archives services (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Provide evidence of commitment to provide an excellent library and archive service

Other

Desirable

- Demonstrate an understanding of the political environment and how to work effectively within it