JOB DESCRIPTION

DIRECTORATE: Community Services
DIVISION: Libraries and Information
JOB TITLE: Team Leader - Conservator
GRADE: 6
SALARY RANGE: £26,556 - £30,480
LOCATION: Liverpool Central Library & Archive

PRIMARY PURPOSE OF THE JOB:
To be responsible for planning, development and implementation of preservation and conservation of archives and special collections and effective service delivery.

DIRECTLY RESPONSIBLE TO: Service Manager
DIRECTLY RESPONSIBLE FOR:
Conservation Assistant

MAIN AREAS OF RESPONSIBILITY:

- To assist with the provision of an excellent library and archive service for the whole community.

- To manage and deploy staff including their appointment, training, mentoring, motivation, supervision, counselling, discipline, health and welfare, including attendance management and to supervise volunteers.

- To liaise closely with other staff to assist with the proper management of relevant budgets which are used to deliver services to the public.

- To specialise in conservation of library materials and especially archives, local studies materials, rare books, and special collections in line with the latest standards. To include preservation surveys, assistance with monitoring conditions in which collections are housed, advice on disaster prevention and recovery planning and salvage methods, packaging of collections, development of policies and planning of priorities for preservation and conservation of collections, advice and support on safe handling of...
documents by staff and public and safe and effective display in internal and external exhibitions.

- To work with existing partners and identify new partners and funding and income generation opportunities to help deliver service priorities. To include some externally funded work for external partners and applications for grants.

- To assist with the planning, development and delivery of training programmes to help deliver a quality library and archive service.

- To help provide a customer friendly service achieving high levels of satisfaction and performance. To participate in events and activities to promote services to the public.

- To contribute to the development of relevant service plans.

- To represent the library and archive service at appropriate meetings.

- To deputise for senior staff as appropriate.

- To provide relief cover duties when required.

- To develop the City Council’s commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and 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.

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.