

May 2018

Thank you for your interest in the post of Science Liaison Conservator. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Katharine Osborne
Human Resources Business Partner
The Edward James Foundation
West Dean
Chichester
West Sussex PO18 0QZ

Email: katharine.osborne@westdean.org.uk

Tel: 01243 818313

Closing date for applications: Monday 28th May 2018

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion

JOB DESCRIPTION

JOB TITLE	Science Liaison Conservator
DEPARTMENT/DIVISION	School of Conservation
LOCATION	West Dean College
RESPONSIBLE TO	Head of School

MAIN PURPOSE OF THE JOB

Responsibility for the integration of scientific practice and methodology within subject specialist curricula for units of study at FHEQ levels 6 and 7, in accordance with current knowledge and developments in conservation practice; and for the general supervision and care of dedicated scientific equipment and teaching space.

PRIMARY RESPONSIBILITIES

Programme Organisation, Management and Enhancement

- 1 Take responsibility for providing academic and practical development in science in relation to the specialist subject areas through active engagement with scholarship and research, and the maintenance of academic and professional contacts and networks in relevant fields
- 2 Support the Head of School in Science by contributing to the development, management and planning of aspects of specialist subject curricula across programmes, including the identification of appropriate objects/projects for students in liaison with Subject Leaders and the Historic Objects Officer.
- 3 Contribute to teaching of science within the specialist subjects across all programme levels, ensuring that curricula have currency and are aligned to programme outcomes.
- 4 Collaborate with and support Subject Leaders to ensure that curricula meet the requirements of the validating body and other external benchmarks and regulatory frameworks, and are delivered in accordance with the timetable and College regulations.
- 5 Work alongside Subject Leaders to ensure the enhancement of the programme; prepare annual and periodic reflective reports, responding to the feedback of students, External Examiners and other stakeholders.

Teaching

- 6 Make a significant contribution to the teaching of the subject.
- 7 Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.

- 8 Maintain contacts and build networks with academic and professional experts in relevant fields.

Recruitment

- 9 Work with the Head of School, Director of Education and Head of Marketing to undertake appropriate activities to promote programmes of study in order to increase and sustain student numbers, and maintain effective relationships with relevant feeder colleges.

Student Support and Information

- 10 Support Subject Leaders in ensuring that students are informed of the timetable in relation to content, method of delivery, deadlines and method of assessment.
- 11 Support Subject Leaders as appropriate in co-ordinating and overseeing the subject and programme intranet/VLE content, ensuring learning materials and timetabling information are available and up to date.
- 12 Liaise with Subject Leaders to organise and provide academic tutorial support to students, and ensure that appropriate action is taken where students' progress is unsatisfactory.
- 13 Liaise with the Registry staff concerning matters relating to academic administration, record keeping and quality assurance.

Assessment

- 14 Support Subject Leaders in co-ordinating and overseeing effective assessment procedures and provision of student feedback in accordance with the College Assessment Policy.
- 15 Support the submission of grades to the Registry in a timely manner and report to Unit and Final Assessment Boards as required
- 16 Liaise with External Examiners, as appropriate providing samples of work in a timely manner, managing visits and responding to feedback and reports.
- 17 In liaison with Registry and Student Services, ensure that students receive an appropriate level of pastoral care and support.

General

- 1 Attend and contribute to Committee, College and Foundation meetings as required.
- 2 Represent West Dean College at selected external events and conferences in agreement with the Head of School.
- 3 Ensure that relevant Health & Safety legislation is adhered to within workshop and other teaching areas.

- 4 Undertake all other reasonable and College-related duties as may be required from time to time.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Level of education & training

- A Masters Degree or equivalent Level 7 qualification in object/material conservation, a science-based discipline, or a related discipline.
- A PGCertHE or Fellowship of the HEA.

Details of experience

- Demonstrable experience in the professional practice of conservation with a science specialism.
- Significant experience of teaching, assessment and administration in higher education.
- Experience of quality assurance and enhancement in higher education.

Particular skills and knowledge

- Have a good understanding of contemporary conservation theory and practice
- Have a professional approach to conservation and high standards of personal conduct
- Knowledge of best practice in conservation workshops/studios and conformation with Health & Safety requirements
- Strong administrative and organisational skills
- Competence in the use of IT including general administrative software, databases, VLE and DTP or similar

Personal Characteristics

- Ability to work under pressure whilst maintaining positive relationships with students and colleagues
- Ability to work independently and as part of a team
- Professional, approachable manner
- Confident communicator, with the ability to build and sustain a variety of professional relationships
- Good interpersonal and negotiation skills

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties : As attached job description
- Salary : £14,000 actual (£35,000 FTE)
Payable monthly in arrears by BACS
- Hours: 0.4 FTE equating to 14 hours per week Monday to Friday.
- Holidays: 38 days pro rata per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
- Sickness: 10 days pro rata in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
- Benefits: Contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College.