



POSITION DESCRIPTION

Grimwade Conservation Services
Faculty of Arts

Assistant Conservator, objects and textiles

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| POSITION NO | 0048951 |
| CLASSIFICATION | UOM 4 |
| SALARY | \$67,872 - \$72,033 per annum (pro rata) |
| SUPERANNUATION | Employer contribution of 9.5% |
| WORKING HOURS | Part time (0.8 FTE) |
| BASIS OF EMPLOYMENT | Fixed Term; available until 24 August 2021 |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Penny Tripp – General Manager, Grimwade Conservation Services Tel 0419 126 397 Email ptripp@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Grimwade Centre for Cultural Materials Conservation is the leading art conservation and restoration Centre in Australia, operational since 1989. As the only Centre of its kind in Australia, the Grimwade Centre combines commercial conservation services (trading as Grimwade Conservation Services), postgraduate training and research in cultural materials conservation. Our strength is our ability to harness the unique interdisciplinary and world-class expertise across the Arts and Science faculties of the University of Melbourne, as well as the University's established national and international research and industry partners, to deliver integrated conservation education, research and commercial programs of international reach and relevance.

Grimwade Conservation Services consulting specialises in all areas of art restoration and museum standard conservation to institutions and private clients. As a trusted leader in conservation practice and training in Australia and the Asia Pacific region, our client base includes: significant national, state and regional public collections and cultural organisations; commercial galleries; corporate collections; and, private collections. Our commercial services include conservation treatment of all types of materials; collection surveys; conservation plans; digitisation; research and technical analysis.

The **Assistant Conservator, objects and textiles** role operates within Grimwade Conservation Services and reports to the Team Leader - Senior Conservator Objects, Textiles and Archaeology. The role is responsible for both independent and assisted completion of conservation treatments within time and budgetary constraints and provision of conservation expertise to support the team in the delivery of the commercial work program.

The Assistant Conservator liaises directly with clients in the development of treatment proposals informed by current conservation research and within ethical standards and prepares financially viable quotes. The Assistant Conservator may be required to assist in the delivery of group treatments, may work under the direction of Conservators and Principal Conservators on client projects, and may be required to contribute to publications, public programs or stakeholder events.

We welcome applications from Aboriginal and Torres Strait Islander people.

1. Key Responsibilities

Under the direction of the Team Leader, the duties of the Assistant Conservator may include, but are not limited to:

- ▶ Completion of basic or process conservation treatments to support the GCS's conservation consultancy program for external clients and the University of Melbourne's cultural collections
- ▶ Conservation treatment reports for individual projects and surveys
- ▶ Ensure appropriate time management within projects allocated
- ▶ Contribute to conservation treatments in consultation with other conservators
- ▶ Observe and contribute to client consultation including development of treatment proposals, reports and commercially viable quotes for conservation treatments with direction from Principal Conservators and/or Team Leader
- ▶ Respond to simple enquiries from University clients and members of the public
- ▶ Receipt and dispatch of artefacts into and out of the premises
- ▶ Maintain filing and documentation in line with existing systems
- ▶ Contribute to public programs and engagement activities as required
- ▶ Ensure the implementation of workplace Standard Operating Procedures
- ▶ Other duties as deemed appropriate by the Team Leader.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A recognised tertiary qualification in conservation and relevant professional experience in object and textile conservation
- ▶ Demonstrated experience in the completion of successful object and textile conservation projects
- ▶ Excellent attention to detail and a demonstrated capacity to undertake tasks independently and see them through to completion
- ▶ A strong commitment, and demonstrated ability to provide quality service to stakeholders and clients
- ▶ Sound time management skills with the ability to maintain focus

- ▶ High level skills in standard computer applications (Word, PowerPoint, Excel, Outlook) and an ability to quickly learn new software packages
- ▶ Current Professional Member of the AICCM or current Member working toward Professional Membership.

2.2 SPECIAL REQUIREMENTS

- ▶ The incumbent must be able to demonstrate that they have good vision, especially in relation to fine detail and colour vision
- ▶ The role requires a high level of manual dexterity and fine motor skills. Extended periods of highly controlled and repetitive tasks and/or working in awkward positions may be required. Occupational Health and Safety (OHS) requirements and procedures will be taken into account to mitigate any risks
- ▶ Some heavy lifting may be required of this role, which requires an awareness of manual handling in line with current OHS requirements
- ▶ There is a possibility that there will be a requirement to work at heights on ladders or possibly on scaffolds on off-site jobs
- ▶ The use of organic solvents is required of the role, which necessitates an awareness of personal protection procedures and material safety
- ▶ Occasional work out of ordinary hours and travel may be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Routine supervision and general direction is provided by the Team Leader on all conservation works. The Assistant Conservator will be required to follow instructions and defined procedures and processes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Assistant Conservator operates within well-defined procedures with somewhat diversified precedents. The incumbent is generally confronted with situations in which the problem is clear and is required to interpret standard and custom precedents to make the right selection of available choices.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Assistant Conservator role requires technical proficiency as well as a good understanding of the relevant work area's rules, regulations, processes and techniques and how they interact

with other functions. The role requires a level of knowledge for application of practical methods and techniques, work procedures and processes.

3.4 RESOURCE MANAGEMENT

The role will be required to complete work within the budget.

3.5 BREADTH OF THE POSITION

The role has a supporting impact and is required to work across the Grimwade Conservation Services team and with other stakeholders. The role is required to consistently and effectively apply practices and procedures.

4. Equal Opportunity, Diversity and Inclusion

The University of Melbourne is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

Grimwade Conservation Services is the commercial and practice arm of the Grimwade Centre for Cultural Materials Conservation. The Grimwade Centre is unit in the School of Historical and Philosophical Studies in the Faculty of Arts. Further information can be found by following the links below.

<https://arts.unimelb.edu.au/grimwade-centre-for-cultural-materials-conservation>

<https://arts.unimelb.edu.au/school-of-historical-and-philosophical-studies>

6.2 BUDGET DIVISION

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>