



Job Description

Post Title	Heritage Projects Co-Ordinator
Team	Heritage & Collections
Reports to	Conservation Manager (Collections)
Contract type	Twelve Months Fixed Term Contract

Purpose of the Role

Through your heritage conservation and/or collections care expertise and applying your practical experience you will play an essential role in ensuring that the care and safeguarding of Parliament’s heritage assets is appropriately managed through the R&R Programme. Your time will be dedicated to supporting the planning and delivery of survey projects and the management and recording of important survey information. These include a heritage vibration baseline survey and surveys to establish specialist recommendations for the decant or protection of heritage collections. It is anticipated that the role will involve on-site working within the Parliamentary Estate, mostly concentrated during Parliamentary recess times.

Key Accountabilities and Responsibilities

- Contributing to the project management of heritage surveys and heritage watching briefs, including scoping, planning, delivery and reporting, as well as regular communication with Parliament
- Supporting the procurement of specialist suppliers including conservators and art handlers, contributing to all activities from pre-qualification and contract award to security clearance and onboarding, aligning with Parliamentary procurement activities where applicable
- Facilitating and supervising on-site survey work including site inductions for supply chain with and without a background in heritage, escalating risks and issues where required
- Scoping and assuring the survey information and data required from suppliers and ensuring that the information is recorded to agreed standards and that processes and systems are aligned with those in use or under development in Parliament
- Support the development and delivery of heritage-related learning, engagement and induction activities for a range of colleagues and partners
- Undertaking general information management and data management tasks and training as required by managers
- Developing close relationships with Parliament’s subject matter experts, helping to facilitate and support joint objectives and behaviour codes
- As appropriate for the heritage criticality of the deliverable, contributing heritage subject matter expertise to technical and design tasks across the R&R Programme



Key Stakeholders and Relationships

- Conservation Manager
- Heritage Project Manager
- Parliament's in-house collections, conservation, and estates teams
- Industry bodies and other external advisors on collections matters
- Consultants and designers contracted to provide professional services to the Programme
- Regular contact with other professionals and individuals at various levels and functions within the R&R Programme Delivery Authority

Person Specification

Essential

- Demonstrable practical experience of the end-to-end delivery of heritage projects
- Significant experience of managing collections data and information
- Experience of working with and supervising contractors and managing contractor documentation
- Experience of procurement/employing materials-specialist conservators and other collections care specialists
- Knowledge of project management skills and processes, including reporting and evaluation
- Proficiency using Collections Management Systems and IT skills including Office 365
- Excellent communication and interpersonal skills, including outstanding teamwork
- Excellent time management, organisational and problem-solving skills and ability to approach work flexibly

Desirable

- Practical experience of managing health and safety outcomes and producing Risk Assessments
- Excellent familiarity with museum documentation polices and standards (SPECTRUM)
- A professional qualification in Conservation or relevant training and experience