

Celebrating Canterbury, discovering the world. For us and our children after us.
Waitaha-kōawa-rau, ka whakanuia; Te-ao-whānui, ka tūhuratia. Mā tātou ko ngā uri e whai ake nei.

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|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title: | Head of Collections & Research |
| Reports to: | Director (Chief Executive) |
| Direct Reports: | Curatorial Manager Collections Registration Manager (Registrar) Conservator Collections Inventory Project Manager Access Officer Outreach Officer Volunteer Coordinator |

Canterbury Museum

Canterbury Museum is a Charitable Trust, governed by the Canterbury Museum Trust Board. It was first opened to the public in 1867 and has been located on its current site in Rolleston Avenue since 1870. It initially focused on natural history and ethnology collecting, gradually becoming a full general Museum.

From the early 1900s, the Museum has been the home of major colonial history and archival collections. The social history collections have grown in importance with clothing, furniture, household items, stamps, artworks, architectural plans, maps, photographs, diaries, personal papers and publications being added.

In 2017, the Museum celebrated 150 years since its founding. The Museum now acquires and cares for worldwide collections of human and natural history, with a focus on Canterbury and the Antarctic. The Antarctic collections are of worldwide interest and importance. The scientists accompanying Robert Falcon Scott's two Antarctic expeditions actually worked in the Museum en route to the ice. The Sir Robertson Stewart Hall of Antarctic Discovery opened in 1977.

In February 2013, Canterbury Museum opened its *Quake City* exhibition, which tells the stories of heroism, hope and loss following the Canterbury Earthquakes. *Quake City* charts the aftermaths of the 4 September 2010 and 22 February 2011 earthquakes and the extraordinary response of the emergency services, international rescue teams, the thousands of volunteers who pitched in to help – construction workers, the Student Volunteer Army, the Farmy Army – and the incredible resilience of Canterbury's communities.

In partnership with the Ravenscar Trust, the Museum is building the new Ravenscar House on land opposite the Museum gifted by the Christchurch City Council for this purpose. On completion of the build, the Trust will gift the house to the people of Christchurch and Canterbury through the Museum and it will be converted to a house museum to display the Ravenscar Collection of art, design and antiquities.

Access to the Museum's collections drives research, inspires learning and ignites imagination through stories that surprise and delight Museum visitors.

Position Description

Our Values – Ō Mātou Tikanga

- Engage** We engage positively with our visitors.
- Collaborative** We work collaboratively with each other and with our communities.
- Accountable** We are accountable for what we do.
- Integrity** We always act with integrity.

Position Purpose

The Head of Collections & Research will be accountable for all curatorial and collections initiatives and responsibilities within the Museum. They will lead, manage and co-ordinate the group by leading the development and implementation of curatorial and collections strategy and work plans, and promoting ease of access to the collections and the information they yield. Ensuring a sound understanding of best practice will be key, as will providing outstanding levels of internal and external customer service. Overseeing inventory and conservation functions, the role will also oversee the management of a team of volunteers.

The Head of Collections & Research will share responsibility with the Director for ensuring the effective operation of the Museum as defined by the goals and strategy agreed with the Board. They will assist in providing strategic and operational leadership, financial management, developing people capability and maintaining customer, visitor and stakeholder satisfaction levels. They will be alert to opportunities for continuous improvement and enhancing the service offering.

This role is part of the Senior Executive Team.

Dimensions

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|-----------------------------------------------|-----------------------------------------------|
| Staff numbers | 39 FTE rising to c.50 following redevelopment |
| Visitor numbers | 766,200 (2019) |
| Participants in education & public programmes | 65,200 (2019) |
| Temporary exhibitions staged | 10 (2019) |
| Peer-reviewed publications | 29 (2019) |

Key Relationships

| <i>Internal</i> | <i>External</i> |
|----------------------------------|--------------------------------|
| Director & Senior Executive Team | Contributing Local Authorities |
| Trust Board | Visitors/Customers |
| Leadership Team | Researchers and Academics |
| Staff | Colleagues in other museums |

Key Areas of Accountability

| <i>Area of Accountability</i> | <i>Expected Results</i> |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Management | <p>Work collaboratively with the Director and other members of the Senior Executive Team to develop and deliver operational initiatives to meet long-term strategic goals.</p> <p>Work with the Director to ensure that the strategic direction for the organisation is clearly communicated and understood throughout the organisation.</p> <p>Work with sponsors, funders and grant organisations to attract national and local funding (Government, commercial and philanthropic).</p> |
| Customer Relationship Management (Internal and External) | <p>Build and maintain effective relationships with key internal and external stakeholders to communicate and collaborate for mutual benefit and organisational growth.</p> <p>Ensure the provision of timely access to collections for research and education purposes. Promote ease of access to all collections.</p> |
| Curatorial Management | <p>Lead the development of the curatorial strategy and work plans.</p> <p>Provide guidance in workload management and prioritisation across all areas of collections management, public programmes, and research and scholarship.</p> <p>Lead, communicate and hold staff accountable for the delivery of high quality, best practice curatorial delivery.</p> <p>Lead the development of collections based research programmes for staff, research associates and external researchers that results in research publications, popular publications, online posts and potentially exhibition opportunities.</p> <p>Ensure the capture and dissemination of curatorial knowledge.</p> <p>Lead the development of the curator delivered contributions to the public engagement strategy including lectures, talks, education programmes and workshops.</p> |
| Registration Management | <p>Lead the development the Collections Registration strategy and work plans</p> <p>Provide guidance in workload management and prioritisation across the range of registration activities.</p> <p>Lead, communicate and hold staff accountable for the delivery of high quality, best practice Collections Registration delivery.</p> <p>Ensure the Museum's Vernon CMS strategy is regularly reviewed and up-to-date.</p> |
| Inventory Management | <p>Lead the development of the Inventory strategy and work plans.</p> <p>Provide guidance in workload management and prioritisation across the range of Collections Inventory activities.</p> <p>Lead, communicate and hold staff accountable for the delivery of high quality, best practice Collections Inventory delivery.</p> |

Position Description

| Area of Accountability | Expected Results |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Lead regular review of inventory strategy to ensure efficiency, streamlining, focus on essential data capture only to achieve high-level inventory of entire collection in as short time frame as possible.</p> |
| Conservation Management | <p>Lead the development of the Collections Conservation strategy and work plans, including preventative conservation and prioritised object conservation strategies.</p> <p>Provide guidance in workload management and prioritisation across the range of Collections Conservation activities.</p> <p>Lead, communicate and hold staff accountable for the delivery of high quality, best practice Collections Conservation delivery.</p> |
| Volunteer Management and Oversight | <p>Lead the development of a volunteer strategy and work plans.</p> <p>Provide guidance to the Volunteer Coordinator incumbent.</p> <p>Ensure training needs analysis, training delivery and monitoring of the performance of volunteers.</p> |
| People Capability & Organisational Leadership | <p>Develop and build on organisational culture underpinned by strong business, organisational values and performance.</p> <p>Ensure effective recruitment and retention policies and practices are operating.</p> <p>Ensure effective performance planning and review processes and succession planning are being carried out.</p> <p>Ensure performance issues are being managed according to HR principles and practices to minimise the organisation's exposure to risk.</p> <p>Promote harmonious working relationships within the team and within the wider organisation.</p> <p>Provide a customer focused response to business requirements.</p> <p>Adhere to all organisational policies and procedures.</p> |
| Business & Operational Management | <p>Lead the development of consistent standards and process for all collections and curatorial disciplines and ensure adherence to these standards and processes.</p> <p>Identify and create opportunities to foster initiative and innovation.</p> <p>Ensure quality assurance standards and procedures at the highest level possible are established and maintained, minimising risk to the business and providing optimal service delivery to customers/users.</p> <p>Lead continuous improvement initiatives.</p> <p>Ensure compliance with all statutory, regulatory and Board requirements.</p> <p>Ensure all necessary policies and procedures are in place, regularly reviewed and up-to-date, well known and adhered to by all employees.</p> <p>Ensure own and all staff records are filed for archiving.</p> <p>Operate on a no surprises basis, up and down.</p> |

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|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Management | <p>Manage financial performance for areas of accountability according to agreed targets.</p> <p>Prepare group annual plans and budget inputs. Produce monthly, quarterly and annual reports.</p> <p>Manage external funding applications for collections and research grants.</p> |
| Professional Development | <p>Identify learning requirements and/or deficits and ensure objectives are set for further development of staff.</p> <p>Identify strengths and expertise of individuals and utilise such qualities.</p> <p>Participate in the selection of staff to ensure staff with the necessary skills and knowledge are recruited, taking into account current requirements and the skills considered necessary to meet long term business objectives.</p> <p>Identify your own learning requirements/deficits and develop a plan in conjunction with the Director to address these.</p> <p>Foster an environment conducive to learning, enquiry and research.</p> <p>Co-ordinate and participate in the induction and orientation of new staff, as appropriate.</p> <p>This role may attract an annual four week research sabbatical by negotiation with the Director.</p> <p>You are expected to keep up-to-date with professional information and literature, and to attend relevant conferences, workshops and seminars.</p> |
| Cultural understanding of the Treaty of Waitangi | <p>Understand and have knowledge of the Treaty of Waitangi and its implications. Promote an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</p> <p>Display cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori.</p> <p>Respect diversity of cultural and religious beliefs amongst staff and visitors.</p> |
| Health & Safety | <p>Ensure systems are in place to document and report accidents and incidents accurately in accordance with organisational policies.</p> <p>Ensure all accidents and reportable incidents occurring are reported.</p> <p>Take reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons.</p> <p>Comply, as far as is reasonably able, with any reasonable instruction that is given to allow the organisation to comply with the Health and Safety at Work Act 2015 and its amendments.</p> <p>Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to staff and contractors.</p> <p>Ensure compliance with security requirements and be vigilant in all matters of security.</p> <p>Recognise safety hazards and initiate appropriate corrective actions.</p> <p>Attend fire and evacuation training and participate in drills as required.</p> |

Position Description



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| | Participate in Health and Safety training as required. |
| Other Duties | Undertake other duties as reasonably requested by the Director from time to time. Perform such duties in a timely, accurate manner and in accordance with organisational policies and procedures. |

Limitations of Authority

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| Operating Budget | Authorised to spend as per the delegations policy. |
| Capital Spend | Authorised to spend as per the delegations policy. |
| Staffing | Recruitment and/or dismissal of all staff must be approved by the Director. |