Post:	Collections Database Manager (TMS)
Reference:	TG1820
Band:	3L
Department:	Information Systems
Contract:	Permanent
Hours:	Full-time
Reporting to:	Database Architect
Responsible for:	Collections Database Officer
Location:	Millbank, Bankside and Southwark

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Information Systems Department delivers ICT and systems development and information management services to over 800 Gallery staff on five sites, as well as supporting our website.

The Museum System (TMS) is a sophisticated collections management system used by the gallery to catalogue its collection and to manage its loans in, loans out and exhibitions programme. Maintaining the quality of service and support to users as well as future development and extending use of the system is fundamental to the continued use and benefit of the system. Tate continues to exploit its use of Collection data in both operational systems and online publication. The management of collection data in TMS is paramount to the Gallery achieving its ambition.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To ensure the continuing development of TMS to support changing and new gallery processes, advise and support Collection related projects providing expertise on how TMS can be employed to capture, structure and deliver data to meet access and publication needs and to ensure a continuing high standard for collections information through the specification of the Gallery's data standards for objects.

Main Activities/Responsibilities

System Development

- Ensure continued development of TMS to support the changing work and processes of gallery staff, by extending and implementing new uses of TMS.
- Develop and enhance system procedures to ensure agreed use of system.
- Develop Crystal reports and supporting Oracle views to meet users' reporting requirements.
- Manage and carry out the installation and testing of new versions and upgrades to the systems.
- Support projects that use and depend on collection data and the use of TMS to manage this data
- Contribute to digital asset management and preservation initiatives and projects, to develop an ongoing understanding of the dependencies on collection metadata, TMS and other systems.

System Support

- Manage and help deliver a comprehensive service of support to 500+ Tate users, including the provision of training
- Provide advice and guidance on the capabilities of the TMS system to ensure stakeholders are aware of the scope of TMS and the way in which it should be used.
- Promote and encourage use of TMS.
- Manage the operation of the TMS application and database on a daily basis, monitoring availability, usage, faults and performance at various user locations.
- Log and monitor users' queries and requests: troubleshoot and resolve problems.
- Work with users to improve working methods and their use of the system.

System Maintenance & Monitoring

- Ensure a continuing high standard for collections information through the specification of the Museums' data standards for objects; implement standards and quality control of these standards in operational systems (manual and computer).
- Enable the continuing publication of Collection information in electronic or other forms.
- Manage a data monitoring programme and perform sample-based monitoring of data input and entries made by the user community.
- Maintain the system configuration, including application settings and defaults to reflect policy.

Line Management

- Line manage the Collections Database Officer.
- Develop their knowledge and expertise through coaching as well as identifying formal and informal learning opportunities.
- Delegate tasks to the Collections Database Officer as required.

Liaison

- Work with Gallery staff and user group representatives on collection related projects. Advise them on data capture and structure employing TMS to meet all user information needs, system needs and ensuring longevity and ongoing publication of the Collection catalogue.
- Communicate system changes and the impacts to all key stakeholders.
- Act as contact within IS department for all TMS related issues.
- Liaise with the system supplier (Gallery Systems, New York) on issues relating to application upgrades, queries and errors.
- Liaise with national and international museum and documentation related organisations (CIDOC, Collections Trust, Getty Research Institute, etc) and individuals interested in the documentation of museum collections, working towards establishing data standards and information sharing.

Person Specification

Essential

- Significant demonstrable experience of using a collections management system.
- Experience of the processes and procedures involved in a range of collections management activities (cataloguing, location recording, acquisitions, loans in and out, managing exhibitions and displays, etc.).
- Experience of working on collections documentation in a museum, art gallery or similar organisation, with demonstrable knowledge of cataloguing and metadata standards and thesaurus and terminology management.
- A good understanding and appreciation of structured/systematic approaches to managing information.
- Ability to analyse requirements, to maintain and drive the system forward to support user needs and changing processes
- Proven project management experience including the ability to balance conflicting demands and meet tight deadlines.
- Proven line management experience with the ability to motivate and develop staff.
- Experience of and creating reports using, for example, Crystal Reports.
- Excellent verbal and written communication skills with the ability to liaise effectively with a diverse range of colleagues both internal and external.
- Interest and commitment to the work of Tate.

Desirable

- Experience of administering a database application in the Museum or Library and Archive sector.
- An understanding of relational database structures and some practical experience of writing SQL queries.
- Experience/understanding of Digital Asset Management and Preservation systems
- Experience of designing and delivering training courses to a wide range of people with the ability to provide training to groups and individuals and to encourage and advocate use of the system.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,120 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out–of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance.
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK.

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our website.

How to apply

Our opportunities are open for you to apply online. Please visit:
www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **28 January 2018 by midnight**.

Our jobs are like our galleries, open to all