



**Post:** Deputy Head of Collection Care Research  
**Reference:** TG1935  
**Band:** 2L  
**Department:** Learning and Research  
**Contract:** Fixed-term  
**Hours:** Full-time  
**Reporting to:** Head of Collection Care Research  
**Location:** Millbank, London

## **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.

## **Tate Research**

Tate Research is part of the Tate Learning and Research Directorate and is central to realising Tate's research ambitions, working with all Tate divisions and galleries to create a vibrant and rigorous research infrastructure and programme of pioneering research. Tate is a leading centre for research in art history, curatorial practice, collection care, conservation, museology and learning. Tate Research acts as a hub to support research activity across all Tate sites, departments and divisions, working with a broad range of partners, including practitioner researchers and academic scholars, it arranges research events, projects and exchanges, and hosts Research Fellows and doctoral students.

Established in 2006, following recognition of the museum as an Independent Research Organisation by the Arts and Humanities Research Council, Tate Research leads and supports research across the organisation. In line with Tate's ambition to be more entrepreneurial and sustainable, the department also raises funds to support research.

## **Collection Care**

Collection Care's mission is to manage, preserve and enable access to Tate's collections in both physical and digital format. The division carries out Tate's legal responsibilities for the care of its collections, for the benefit of the public, now and in the future. Its operations embrace the management and care of Tate's art, archive and library collections and the facilitation of Tate's programmes of acquisitions, exhibitions, displays, loans and international touring. Collection Care comprises three departments: Collection Management, Conservation and Library, Archive & Collections Access. It manages storage facilities and provides access to art works held in storage, by appointment, and to the

Library, Archive and Prints & Drawings collections through its Reading Rooms' services at Tate Britain.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

This is a new post created by a grant from the Andrew W. Mellon Foundation and provides additional capacity to provide project co-ordination and management for the project 'Reshaping the Collectible: When Artworks Live in the Museum' and to enable the Head of Collection Care Research to act as principle investigator on the project.

You can find further information about the project on our website: <http://www.tate.org.uk/about-us/projects/reshaping-the-collectible>

### **Purpose of the Job**

To be responsible for the monitoring, reporting and co-ordination of existing research projects. To work with the Head of Collection Care Research on the development of Research projects and to take a leadership role in developing the capacity and identity of staff as practitioner researchers across the Collection Care Division.

### **Main Activities/Responsibilities**

- Represent Collection Care Research both internally and externally, deputising for the Head of Collection Care Research as required.
- Chair meetings, disseminate outcomes, provide feedback in a timely manner and develop research links with individuals and groups within higher education and other Independent Research Organisations.
- Play a leadership role in the implementation of Tate's strategic and operational plans for Collection Care Research, co-ordinating contributions from colleagues and monitoring progress against agreed targets.
- Co-ordinate, advise, monitor and support the activities of research projects, including the Andrew W. Mellon Foundation funded project 'Reshaping the Collectible: When Artworks Live in the Museum'.
- Co-ordinate and lead on the production of reports to funders working with the lead researchers and other stakeholders.
- Take responsibility for monitoring project budgets and ensure effective budget development and planning; preparing proposals, monitoring income and expenditure, ensuring compliance to the specifications for eligible costs of different funding bodies, monitoring exchange rate fluctuations, managing risk and forecasting, managing audits by funders.
- Lead on internal evaluations of research activities and projects as required working with key internal and external stakeholders.
- Take a leadership role in the development and implementation of a data management plan for Collection Care Research, working with other stakeholders both internal and external.
- Develop new research grant applications, including project budgets, working closely with leadership, management and specialist staff of the Collection Care Division and the Head of Collection Care Research in alignment with the existing strategic priorities and sensitive to constraints on capacity within the Division.

- Interrogate data and translate complex information for different audiences, with a willingness to engage in areas which may be outside your immediate specialism.
- Ensure the effective implementation of the Research Department's communication strategy by effectively planning and co-ordinating events and producing, or co-ordinating the production of, dissemination material in a variety of formats and for a variety of audiences.
- Work across teams to ensure the delivery of high quality research according to agreed plans and outputs, supporting staff, ensuring value, inspiring trust, recognising opportunities and maximising benefits for Tate including overseeing and directing the work of freelancers, contractors, support and project staff as directed.
- Develop research skills and the identities of staff as research practitioners across the Collection Care Division, including supporting publications, working in collaboration with the Senior Management Team of the Collection Care Division.
- Champion multidisciplinary practice-based research and scholarship.

## **Person Specification**

### **Essential**

- Extensive research management experience, including the management of externally funded research projects.
- Excellent financial and budget management skills with demonstrable experience of managing budgets and risk at a range of scales.
- Experience in developing research projects, writing grant proposals and developing successful funding applications either as an individual or co-ordinating a team of subject specialists.
- Demonstrable knowledge of the research funding environment for UK museums.
- Evidence of the ability to champion, support and develop the research and research skills of others.
- Proven research skills and experience in collaborative, practice driven and multidisciplinary research.
- Excellent writing, editorial and oral communication skills, with proven experience of communicating to a wide range of audiences, including academic and professional audiences and the general public.
- Demonstrable experience of effective decision making: clear thinking, flexible, collaborative, creative and solutions-focused.
- Excellent interpersonal and influencing skills, with a proven ability to work collaboratively with people at all levels across a complex organisation and with external contacts to achieve and deliver results.
- Ability to work under pressure and manage competing demands, delegating effectively and reflecting on own practice with an ability to make changes and improvements.
- Understanding of the principles of equality and diversity, treating all colleagues with dignity and respect and aware of issues which impact on the work of the museum sector.
- An interest and commitment to the work of Tate.

## **Desirable**

- Doctorate
- Experience of monitoring, reporting and delivering projects within the European framework programme.
- Experience of working with Conservation, Collection Management and Collection Care Research.

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a fixed-term contract of 2.5 years.

### **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 2L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £35,975 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.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

### **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](http://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/](http://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 **Wednesday, 2 May 2018 at 17:00**. Interviews will be held on **14 May 2018**.

*Our jobs are like our galleries, open to all*

