



Post: Collection Care Administrator
Reference: TG2598
Band: 5L
Department: Collection Care
Contract: Fixed-term
Hours: Full-time
Reporting to: Collection Care Administration Manager
Location: Millbank, London

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this 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.

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

Collection Care

Collection Care's mission is to manage 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.

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Purpose of the Job

As a member of the Planning and Administration Team, the Collection Care Administrator works with colleagues to deliver efficient and effective administrative, financial and staff support services to the Collection Care division.

Each Administrator leads on a particular aspect of the service and/or takes responsibility for specific projects and initiatives across the division's range of activities. Specific responsibilities may vary over time. All members of the team provide cover for each other to ensure a high standard of customer service is maintained. Team members also deputise for the Collection Care Administration Manager as appropriate.

Main Activities/Responsibilities

General Administration

- Deal with a range of enquiries and act as a first point of contact for Tate departments, external parties and the public.
- Organise and support meetings and events including: scheduling, preparing agendas, booking meeting rooms, equipment and catering, and taking and circulating minutes.
- Support the Collection Care Administration Manager in organising the diaries of the Leadership and Management teams.
- Provide administrative support for Collection Care's Human Resources responsibilities, including recruitment, induction, annual leave, absence management, training and development, health and safety and performance review processes and assist Collection Care staff in using systems and procedures.
- Arrange travel booking and itineraries for Collection Care staff, deal with expense claims, raise staff advances and returns.
- Monitor stock levels for office supplies, tools and equipment, manage the equipment pool, and ensure that facilities and equipment are maintained in good order so that staff in the division have the resources required for their daily work.

Information Management

- Develop and maintain efficient paper and electronic filing systems to store, manage and retrieve accurate divisional records, including confidential information.
- Ensure centrally held information about Collection Care, for both internal use and external access, is up-to-date and complete, including maintaining web pages and databases of suppliers, casual, contract and voluntary staff, contact lists, inventories and maintenance schedules and other information as required.
- Create, update and link records on Tate systems including Microsoft Office, Agresso and the Collection Management System (TMS).
- Assist with the production of management information, creating and running reports as required.
- Maintain divisional archives and co-ordinate the transfer of documents to the Records Management team in accordance with Tate's retention schedule policy and legal requirements.

Finance and Budget

- Administer the procurement of goods and services, managing the corporate credit card process, processing orders and invoices and dealing with purchase and delivery issues.
- Assist with budget management, including tracking expenditure and reconciling with regular management reports; updating quarterly forecasts and processing accruals at year end.
- Handle cash as required.

Collection Care

- Organise and support Collection Care projects, undertaking a range of tasks as required.

Public Activities

- Administer and support divisional responsibilities for public access, liaising with Collection Care staff as required. Answer enquiries, manage bookings, prepare information, organise and contribute to visits and tours, and maintain records for reporting purposes.
- Participate in the provision of Reading Room services: invigilating, assisting visitors and providing circulation and retrieval services.

Liaison and Communication

- Build relationships with Collection Care staff, Tate departments and external suppliers to facilitate the delivery of efficient and effective services.
- Represent Collection Care effectively, participating in meetings, disseminating outcomes and providing timely feedback.

Quality and Standards

- Assist in reviewing improving and implementing processes and procedures to increase efficient working across the division.
- Ensure compliance with legislation, Tate standards and procedures, Health Safety regulations and other relevant standards and frameworks.

Person Specification

Essential

- Excellent administrative skills with experience of organising meetings and events.
- Commitment to providing a customer-focused service.
- Computer literate, with fast and accurate word-processing skills and the ability to use Word, Excel, Outlook, PowerPoint, databases and internet applications.
- Strong organisational skills with the proven ability to prioritise.
- Experience of developing and maintaining online and paper-based filing systems.
- Strong verbal and written communication and interpersonal skills with experience of communicating confidently and effectively with both internal colleagues and external contacts.
- A flexible approach to work and the ability to work effectively as part of a team.
- Attention to detail including the ability to work accurately with financial and numerical data.
- Ability to work collaboratively with a diverse range of colleagues, work within a diverse team and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 12 months.

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 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £23,536 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.
- 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 **19 February 2020 by midnight**. Interviews will be held on **27 February 2020**.

Our jobs are like our galleries, open to all.

