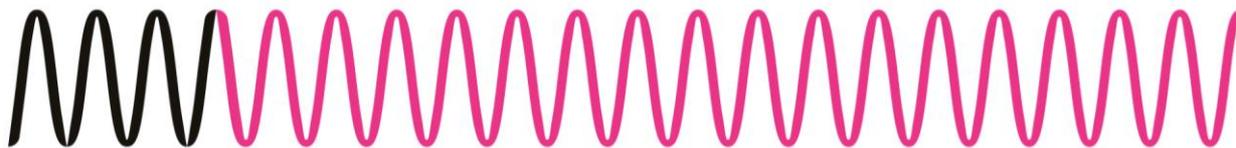


**National  
Museums  
Liverpool**



# **Decant Assistant x 4**

## **RECRUITMENT PACK**

# Thank you for your interest.

Our people are at the heart of National Museums Liverpool (NML) and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone where we can be our true selves in a supportive environment to do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve and through our people, we are building a culture which embeds trust, respect, and inclusion helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for 4m+ objects of international importance, exciting exhibitions, exquisite events, and imagination-inspiring learning we're certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social, and industrial history.

Whether you work in our shops and cafes, at our events, in our visitor experience, engagement, producing and communicating teams, curating, or caring for our collections you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud of.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience, and knowledge to be successful in this role. Don't forget to explore [liverpoolmuseums.org.uk](https://liverpoolmuseums.org.uk) where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

**Laura Pye**  
Director

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## What you'll find in this recruitment pack

- Welcome
- Mission, Vision & Aims
- Job Description
  - About the role
  - What you'll be doing
  - Qualifications
  - Experience & Knowledge
  - Required Skills
  - Additional Information
  - Employee Benefits
  - How to Apply

# Mission

Creating memorable experiences for everyone - challenging expectations.

# Vision

National Museums Liverpool (NML) is a group of very different and wide-ranging museums and galleries; established more than 150 years ago as a complement and counterbalance to the museums in London and brought together in 1986 as a nationally funded group as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are **Welcoming, Honest and Educational**, and as a team we are **Trustworthy, Respectful, and Inclusive**.

By 2030 we want to be the best museum "league" in the world. A league recognised as the best of the best, like the Champions League, the NFL, or the Premiership, we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online we will have world-class displays and engagement programmes that make everyone feel welcome. 'Off the pitch' our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each 'team' in our league is unique with its own fan base and individual stars; but collectively we want to be a league that all museums will aspire to be part of, and which is recognised externally as being a leading example.

## In delivering this vision by 2030...

- we will have the most representative audience and colleagues' profiles within the museums sector in the UK.
- we will engage over ten million people each year: more than four million visitors to our museums and galleries and a further six million through digital engagement, touring exhibitions, and outreach.

- we will be a place where people want to work, are happy to work and proud to work together we will generate over £50,000 a day, more than half our turnover, through commercial business, grants, and gifts.
- we will ensure that we provide great facilities to look after our valuable collections and colleagues, with accommodation fit for the next 30 years.
- all schools in the Liverpool City Region will visit at least one of our museums and galleries each year.
- our museums and galleries will celebrate their unique identities and collections, play to their strengths, delight their different audiences, and make us proud.
- people will recognise us as a valued leader of cultural and economic growth for the city, city region and north of England and as one of the world's finest museum groups.

# Aims

To achieve our mission and vision we will focus on six strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more Sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

## Useful Links

- [Our Story](#)
- [Our Venues](#)
- [Strategic Plan & Annual Performance](#)
- [Senior Staff](#)
- [Board of Trustees](#)
- [RESPECT Group](#)
- [Partnerships](#)
- [Reports & Policies](#)

# Decant Assistant

<b>Directorate</b>	Collections and Research
<b>Department</b>	Collections Care
<b>Reporting</b>	Project Collections Coordinator – ISM MM Transformation
<b>Salary</b>	£27,504
<b>Contract</b>	Fixed Term initially for 7 months (with potential for extension on confirmation of project funding and requirements)
<b>Working Hours</b>	37
<b>Probation Duration</b>	6 months
<b>Holiday Entitlement</b>	30 days plus public holidays.
<b>Location</b>	Maritime Museum, Liverpool and other NML Venues as required
<b>Closing Date &amp; Time</b>	6 <sup>th</sup> December 12 noon
<b>Interviews</b>	Week Commencing 16 <sup>th</sup> December

## About the role

National Museums Liverpool is looking to recruit 4 Decant Assistants who will play vital roles to support a major decant of collections from the Maritime Museum and International Slavery Museum as part of NML's major capital project to Transform these two museums and reinterpret their gallery spaces between 2025 and 2028.

This exciting redevelopment will involve a major decant of collections currently on display, re-development of the existing museums and adjacent building, major gallery redesign and display of newly selected objects from NML's collections and elsewhere as NML works closely with local communities to co-curate newly proposed spaces.

Working together as part of a team to support the delivery of this major decant you will assist in the practical logistics of packing, protecting and documenting objects prior to decant from their current location to external storage. These are deadline driven roles and will be an exciting opportunity to be part of a large-scale collection move, contributing to NML's overall vision and transformation of its Waterfront spaces and overall public offer.

## Job Purpose

To support the delivery of a major collection decant project from the Maritime Museum and International Slavery Museum with a particular focus on the packing and preparation for movement of objects currently on display which will be decanted prior to building transformation works.

Using technical expertise and knowledge of best practice in collection care, packing and rehousing of objects currently on display within the museum into appropriate transportation crates in preparation of the main building decant. You will be expected to observe best practice in collections care and all aspects of object handling, maintaining and updating essential object documentation. You will use your

organisational skills to work to tight deadlines while maintaining the safety and security of the objects and work closely as part of a team of four Decant Assistants.

## What you'll be doing – Key Responsibilities

Reporting to the Project Collections Coordinator within the Collections Care department you will work closely with the Maritime Museum and International Slavery Museum teams, Project Conservator and Project Registrar as required to:

- Preparing packing materials required prior to decant
- Handling and packing a wide variety of materials and types of objects held within both museums.
- Working with conservators and pre movement assessment records to ensure the correct handling and packing methods are followed.
- Ensure location control procedures are followed throughout the decant programme and support the implementation of movement tracking systems such as barcoding
- Work closely with the Project Collections Coordinator to consider the logistics and systems of packing to ensure a logical order is implemented and followed throughout the project.
- Work closely with the Project Conservator to observe movement specifications for sensitive and hazardous materials which require packing and movement.
- As part of a team each Decant Assistant will promote best handling practice and advise others as required in such practices to ensure efficient and effective delivery of the decant

### You'll be expected to:

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity, and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work undertaken.
- Continuing to grow their knowledge and skills through undertaking professional development, which is established with your manager through an annual performance development review.
- Fully understanding of all our policies and procedures and actively using them in your day-to-day work - including Security, Health & Safety, Equality & Diversity and Safeguarding. You will actively uphold the Museums Association Code of Ethics.
- Undertake additional duties from time to time, as required.

## People Management

- There are no expectations of people management within these roles

## **Impact & Influence**

- Promoting best practice in collections care
- Management of risk related to object movement.
- Managing hazards within collections

## **Decision Making**

- Provide handling and packing advice

## **Communication & Networking**

- Working closely with NML's Project Collections Coordinator and as required NML's Collections Care team.
- Communicating internally with staff across NML including curatorial colleagues, conservation, exhibitions and security as required.

## **Resource Management**

- Promotion of good practice in movement and packing of collections
- Supporting location control systems such as the application of barcoding

## **Qualifications**

- Suitable experience within this role in the heritage sector

## **Experience & Knowledge**

- Experience in a related field (art gallery or museum; exhibition organisation; art shipping & transportation).
- Experience of similar project work.
- Knowledge of museum documentation standards and location control
- Knowledge of hazards in collections
- Sound knowledge of object handling, transport & packing methods & customs formalities.
- Knowledge of object conservation & environmental standards.

## **Skills**

- Excellent planning & organisational skills with the ability to prioritise tasks & to work to deadlines.
- Ability to use own initiative & manage own time.
- Excellent written & verbal communication skills.
- Strong problem-solving skills.

## **Behaviours & Competencies**

- A strong team player.
- An excellent communicator.
- Ability to work on multiple workstreams at once.

## Additional Information

- Location:
  - o Maritime Museum. Albert Dock, Liverpool and other NML venues as required
- DBS Check: Basic

We are a Disability Confident Committed Employer committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible and welcome applications from all backgrounds. We support our staff through unexpected life changes providing an employee assistance programme and reasonable adjustments enabling employment.

This job description is a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

## Employee Benefits

- Civil Service Pension Scheme
- 25% staff discount in all our shops and 35% in all our cafés
- Employee Assistance Programme
- THRIVE Buddy Scheme
- Employee Recognition Schemes (Good Deed Feed & GEM awards)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Recognition of two Trade Unions

## Staff Groups & Committees

- Equality Diversity & Inclusion Group (EDIG)
- Global Ethnic Majority (GEM) Staff Group
- Disability and Mental Health Staff Group
- Emeriti Staff Group
- LGBTQ+ Staff Group
- THRIVE Engagement Committee
- Ethics Group
- Environmental & Sustainability Task Force

## How to Apply

If you're still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform in advance of the closing date.

Don't forget to provide an up-to-date CV along with a supporting statement that outlines why you're suitable for this role - highlighting relevant experience, knowledge, and skills in response to the requirements outlined in the job description.

If you require an alternative method for application or assistance with our online recruitment platform, contact the People team on [Recruitment@liverpoolmuseums.org.uk](mailto:Recruitment@liverpoolmuseums.org.uk).