

VACANCY INFORMATION PACK



COLLECTIONS SERVICES COORDINATOR

Closing Date:

11pm on Wednesday 11th September 2019

Interviews will be held on Wednesday 25th September

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This section contains important instructions for completing your online application. Please read and then complete your online supporting statement.

OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

COLLECTIONS SERVICES COORDINATOR

Department:	Collections Services	Type:	Permanent
Location:	Science Museum, London	Hours:	35 per week
Reports to:	Group Head of Collections Services	Salary:	£23,375 + benefits
Date:	August 2019		

About the role:

The Science Museum Group is delivering an ambitious strategy to deliver a more accessible and sustainable collection. This role gives you the opportunity to support the teams managing our collections across our five museums, who are delivering an ambitious strategy to offer a more accessible and sustainable collection. You will join at an exciting time, as we start to prepare to move objects into a new facility at the National Collections Centre, Wroughton in 2020.

You will provide administrative support to the Group Head of Collections Services and the Digitisation & Registration teams, to enable them to manage their workloads and deliver against the Science Museum Group's strategic priorities efficiently and effectively.

What you will be doing:

- Organise diaries, meetings, events and visits to ensure their smooth operational delivery.
- Act as secretary to the Collections & Research subcommittee of the Board of Trustees.
- Take minutes of meetings, and prepare and compile documents, papers, spreadsheets and presentation material to ensure successful meetings, events and programmes of work and the smooth operational running of the office.
- Raise purchase orders and passing invoices for goods and services received, in line with SMG policy and procedures.
- Respond to incoming queries to the team, dealing and re-routing as many as possible directly, ensuring that appropriate queries are forwarded to the relevant colleague.
- Ensure that appropriate systems are maintained to ensure timely access to information and data as required.
- Provide cover for other administrators as required when they are on leave.
- Coordinate contributions for the quarterly H&S meetings for each site on behalf of the department
- Take care of your personal health and safety and that of others and report any health and safety concerns. Ensure proactive compliance with Science Museum Group H&S Policies, including risk assessments and implementing safe systems of work.

- Undertake any other tasks required to fulfil the duties of this role.

What you bring to the team:

You will definitely...

- Have experience of working successfully in a challenging and busy office environment.
- Have experience of producing meeting papers and minutes.
- Have experience of liaising with senior stakeholders and external VIPs.
- Be organised and able to manage your own time capably.
- Have experience of maintaining and monitoring diaries.
- Have experience of organising and administering office and filing systems, both electronic and paper.
- Have successfully worked to tight deadlines requiring conscientious attention to detail, accuracy and presentation.
- Be able to learn and use IT systems effectively.
- Have experience with handling sensitive information discretely.
- Be proactive, with excellent communication and relationship building skills.
- Be capable of working independently.

It would be good if you ...

- Have experience of organising events and visits.

ADDITIONAL INFORMATION:

- This role is subject to a Basic Disclosure by the Disclosure & Barring Service (DBS).

WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT

When you reach the Supporting Statement section of your online application form, please tell us how you meet the following criteria:

Please number each answer in your Supporting Statement:

1. Your experience of producing meeting papers and taking minutes. What steps do you take to ensure you produce excellent minutes?
2. Your ability to build effective collaborative relationships with teams and individuals you have supported.
3. Your experience of managing multiple and conflicting tasks, diaries and deadlines. For each example please include how you organised your workload and managed the work of those you support.

If you need support with your application or want to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

If you would like to discuss the role or have questions please contact Sarah McHugh, Recruitment Partner on 0207 942 4682.

We wish you every success with your application!