

Job Description

Job Title:	Curator: Natural History
Department:	Manx National Heritage
Division:	Professional Services
Grade:	Pay Band 14 (salary£28,556 to £33,417)
Hours:	Full Time (37 hours per week)
Responsible to:	Head of Professional Services
Responsible for:	Volunteers as appropriate
Location:	The job will be based at the service headquarters at the Manx Museum, Douglas but may require work at other locations throughout the Island.

Organisation

Manx National Heritage (MNH) is the unified heritage service of the Isle of Man, an internally self-governing dependency of the British Crown. The unique remit of MNH, to protect, present and promote all aspects of the Isle of Man's natural and cultural heritage, means that the organisation is responsible for an extremely wide range of professional heritage services. These include a network of Museums, the National Archives and Library, Ancient Monuments Inspectorate and the National Trust for the Isle of Man managing up to 3000 acres of land, monuments and historic buildings.

From its foundation the Manx Museum has collected and catalogued natural history specimens and developed a significant collection to represent the flora and fauna of the Isle of Man. Zoology specimens number in excess of 7,000, including the national collection of fleas!

The Island's birds and mammals are well-represented by several hundred taxidermy mounts and study skins. Botanical collections amount to some 2,400 Manx specimens, mostly of vascular plants, marine algae, bryophytes and lichens. There is a small collection of fungi.

Geology collections consist of 1,800 rocks, fossils and minerals from the Island's Ordovician, Carboniferous and Devonian formations. Quaternary material includes glacial sediments, erratics, marine mollusc shells and bones of the giant deer *Megaloceros giganteus*.

Exciting times are ahead for biological recording on the Island. MNH, in partnership with other local conservation organisations, is taking part in the reorganisation of the NBN Gateway platform into the NBN Atlas and is setting up an NBN Atlas Isle of Man website. This will bring a more

community focused approach to biological recording and data sharing. In addition, www.imuseum.im provides growing online access to MNH collections, including natural history.

Further information is available from www.manxnationalheritage.im

Purpose of the Position:

To provide professional stewardship of the Natural History collections and to use them to encourage a deeper understanding, appreciation and enjoyment of the natural world while putting the audiences Manx National Heritage serves at the heart of everything we do.

Hours:

A standard 37 hour week which may occasionally require weekend and evening working.

Main Duties and Key Accountabilities:

Collections Management:

Work with the Collections Information Manager to identify and apply professional standards for documenting Natural History collections on MimsyXG (MNH collections database) and making collections information available to a wider public.

Contribute to Collections 2020 (the organisation's collections management programme) and the Collections Documentation Plan for focussing resource on documentation backlogs.

Lead on the sustainable development of the Natural History collections by reviewing existing collections and assessing potential new acquisitions and reporting to the acquisitions forum.

Contribute to the organisation's Collections Development Policy by identifying themes and priorities for future collecting or de-accessioning.

Work with the MNH Conservator to maintain and develop the correct storage and conservation conditions for preserving the physical collections and to enable better public access.

Ensure compliance with statutory licensing requirements (CITES, Isle of Man Wildlife Act 1990, Endangered Species Act 2010).

Research:

Conduct collections based research and communicate through a range of media including displays, publications, conferences and the web.

Undertake where necessary environmental fieldwork to enhance understanding of the Natural History collections.

Keep up to date with development in natural and environmental science and innovative methods of science communication.

Contribute to the organisation's emerging research strategy by identifying opportunities for research projects involving a range of external partners.

Collaborate with external researchers by facilitating access to the natural history collections.

Write and contribute to grant applications to fund research activities.

Interpretation:

Devise and implement interpretation strategies for new displays, permanent and temporary, at Manx National Heritage properties as required.

Contribute to the development of interpretation strategies for Manx National Heritage countryside sites.

Contribute to the delivery of the Manx National Heritage Digital Collections Plan, particularly in relation to publishing Natural History collections on www.imuseum

Contribute to collections information on the MNH website (www.manxnationalheritage.im)

Manage enquiries about the Natural History collections.

Biological records:

Maintain the standards integral to the role of Biological Recorder and the designated status of Manx National Heritage as Biological Recording Centre for Vice County 71.

Represent the interests of Manx National Heritage as a key stakeholder in the Manx Biological Recording Partnership.

Contribute to the development of *NBN Atlas Isle of Man* in partnership with DEFA, the Manx Wildlife Trust and NBN Atlas UK in order to make biological data publicly accessible.

Learning & Outreach:

In association with the Museum's Education Officer identify opportunities for the Natural History collections to be used as part of the organisation's formal and informal learning programme to improve access to and understanding of the collection.

Working with the Community Outreach officer to develop community engagement with the Natural History collections by contributing to the MNH public events program including the delivery of creative exhibitions, displays and talks.

Working relationships & external contacts:

Provide expert advice on environmental policy.

Maintain and develop excellent relationships with local environmental and conservation groups as well as with relevant government departments.

Represent MNH in the rolling out of the Government's Biodiversity Strategy and Action Plan and contributing to activities to promote Biosphere Vannin (see <https://www.biosphere.im/>)

Represent the organisation at professional forums, attend conferences, forge and develop professional partnerships as appropriate.

Develop and facilitate work placements and volunteer programmes.

Budget management:

Prepare estimates for the Head of Professional Services.

Apply Isle of Man Government Financial Regulations to all transactions and procurement of services.

Contribute to the organisation's fundraising strategy by identifying opportunities and supporting fundraising initiatives.

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews. The post holder will also ensure that staff whom they are responsible for comply with the Scheme as directed by MNH.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses using the reporting framework developed by the MNH Health and Safety Review Group.

Integrity

As an appointee of MNH the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all MNH business and to uphold such confidences.

Qualifications and Experience

- A relevant degree (zoology/botany/biology/palaeontology/environmental science or similar).
- Qualification in museum or heritage studies or demonstrably equivalent level of experience gained in a museum context.

Competencies for this post are:

Leading and working together – Level B

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

Communicating and influencing – Level D

Communicates clearly and concisely orally and in writing and is effective in communicating with colleagues at all levels including Chief officers and politicians; prepares thoroughly and puts forward balanced proposals highlighting costs and risks as well as the benefits; lobbies effectively taking account of organisation and political processes; a flexible negotiator who is adept at finding “win win” solutions.

Achieving results – Level B

Prioritises own (and others) work to achieve team goals; schedules activities and resources to deliver to agreed timescale; communicates openly about changes to plans; proposes appropriate solutions and considers consequences of different options; makes decisions in a timely manner and recommends/ refers important decisions as necessary; strongly focused on achieving results; takes responsibility for the delivery of team objectives.

Delivering a quality service – Level B

Treats customer service as top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving the quality of their work and collaborates with others to deliver excellent service; monitors income, costs and value for money.

Changing & learning – Level B

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.

Showing commitment and resilience – Level C

Shows determination and drive to deliver and succeed; puts in extra effort to complete important tasks on time; shows stamina and can manage a diverse range of projects; calm and confident under pressure.

**Isle of Man Civil Service
Person Specification**

Post: Curator: Natural History

Department: Manx National Heritage

Job Summary: To provide professional stewardship and sustainable development of the Natural History collections putting the audiences Manx National Heritage serves at the heart of everything we do. The post holder will apply professional standards to the care of the collections and play a pivotal role in raising awareness of biodiversity on the Isle of Man.

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
Graduate level qualification in natural sciences or a related subject	E	CV
Postgraduate qualification in a relevant biological discipline or museum /heritage studies	D	CV
Experience		
At least 3 years' experience of curating Natural History collections covering a broad range of disciplines	E	CV
A track record of public engagement using Natural History collections.	E	CV/Interview
Working on new exhibit, display or gallery development projects	E	CV/Interview
Collections-based research experience	E	CV
Project management from planning to delivery	D	CV/Interview
Writing detailed reports, business cases, policies and strategies	E	CV/ Interview
Writing grant applications and successfully obtaining funding for projects	D	CV

Knowledge & Skills		
Good general knowledge of Natural Sciences with corresponding identification skills	E	Interview
Knowledge of data management systems including MXG, GIS and Recorder 6	E	CV/Interview
Knowledge of biological recording	E	CV
Knowledge of contemporary environmental conservation issues	E	CV/ Interview
Adept at fieldwork and environmental monitoring including the collection and recording of new specimens	E	CV
Familiarity with taxonomic principles and practice	E	CV/Interview
Knowledge of legislative and ethical frameworks governing environmental and other issues affecting natural history collections	E	CV
General IT and familiarity with digital delivery including websites and social media	E	CV/ Interview
Disposition		
An enthusiasm for providing access to museum collections	E	Interview
Well organised, self-motivated and resilient	E	Interview
Confident, knowledgeable and engaging communication style	E	Interview
Ability to lead and work as part of a team	E	CV
Willingness to work with flair, flexibility and enthusiasm	E	Interview
Commitment to own learning and professional development	E	CV
Circumstances & Interests		
Current, valid driving licence	E	CV
Have an interest in Manx natural history, culture and heritage	D	Interview
Isle of Man Worker	D	CV