



Welcome to our information pack for the post of:

Head of Collections Management

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

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Welcome to our information pack for the post of:

BFI Head of Collections Management

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Head of Collections Management will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification. This includes our equality & diversity monitoring form.

Please submit your online application by **16 April 2018**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk who will be happy to help.

First interviews will be held on **02 May 2018**.

If you have any questions or want to discuss the post prior to applying please contact me at: angela.doane@bfi.org.uk

Many thanks for your interest and I look forward to receiving your application.

Angela Doane
Head of Collections and Information

2. Job Advert

BFI Head of Collections Management

Salary £68,013- £79,566 plus generous benefits package

We are looking for a Head of Collections Management who will lead the collections management team within our Programme Directorate.

The Head of Collections Management will ensure best practice regarding the physical care and security of the BFI collections Berkhamsted Conservation Centre and Gaydon Master Film Store sites. This will enable efficient retrieval and movement of the holdings, film preparation and digitisation on demand for access purposes.

To be successful you will have a proven track record of working in the operational and logistical management of a large scale heritage or media collection or archive. Ideally bringing knowledge of the specific storage requirements and conservation and preservation issues related to film, video and paper and photographic collections. You will also have previous large scale project management experience and a customer orientated approach.

Based at the BFI Conservation Centre, Berkhamsted, Herts, you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **Monday 16 April 2018**.
First interviews will be held on Friday **02 May 2018**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 4B and the salary points for this grade (salary increase pending) are:

£68,013 (point 1)

£70,743 (point 2)

£73,560 (point 3)

£76,506 (point 4)

£79,566 (point 5)

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

Staff Benefits

At the BFI we offer a wide range of benefits to staff including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- Employee Assistance Scheme covers you and your key family members across all life events
- We promote and support flexible working
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

Staff Engagement

The BFI takes our responsibility to engage and develop staff seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager
- Meetings are held regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- We regularly review our staff engagement strategies to see how we are doing

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Job Description

Directorate:	Programme
Department:	Collections & Information
Post:	Head of Collections Management
Grade:	4B
Accountable for:	Vaults and Despatch Manager; Collections Manager; Archive Sales Manager; Acquisitions & Access Team Leaders (2)
Accountable to:	Head of Collections & Information
Location:	Berkhamsted, Herts
Main internal contacts:	Head of Conservation, Head of Data, Head of Heritage Programme, Head Curator, Facilities Manager, Health & Safety Manager, Finance Manager, Procurement Manager
Main external contacts:	UK and international film and television archives, professional bodies (e.g. FIAF, FIAT, AMIA), storage and removals contractors; commercial storage clients

Main Aims

Ensure best practice regarding the physical care and security of BFI collections at the Berkhamsted Conservation Centre and Gaydon Master Film Store sites.

Enable efficient retrieval and movement of the holdings, film preparation and digitisation on demand for BFI programme and access purposes.

Develop strategies and policies for collections management and care and ensure standards are integrated into strategic and operational work.

Provide leadership and senior management for Collections Management Department staff.

Work closely with other Heads of Department and additional colleagues in support of cross-team BFI projects and ongoing activities, including growing and managing commercial income-generating activity.

Undertake project planning and management, and internal and external stakeholder and client liaison.

Key Responsibilities

- Devise, create and monitor effective storage solutions for BFI collections.
- Ensure timely, accurate, safe and secure movement of items from archival storage to internal and external clients and users.
- Develop, implement and ensure collections access and handling protocols are followed in liaison with other senior team members.
- Create, update and uphold standards-based collections management and care policies and procedures across the BFI.
- Ensure an effective and dynamic collections condition assessment programme to facilitate effective collections management and care.
- Work with the Head of Collections & Information and senior team members to review, monitor and recommend collections care and conservation strategies for the national collection.
- Be responsible for project management involving the collections management department staff and functions.
- Line management of staff engaged with the operational aspects of collections management and care, collections access, revenue generation, including regular team meetings, appraisals and training needs assessment. To ensure that all team members are managed and developed in accordance with the BFI's Performance Management Scheme; ensuring that all people have regular individual and team meetings, have agreed objectives which they are appraised against, with Personal Development Plans to manage their development. To work with Human Resources to ensure that opportunities for development are identified and any performance challenges identified and resolved early.
- Take overall responsibility for the storage facility at Gaydon (near Banbury). Ensure that appropriate policies on Health & Safety are put in place and observed in order to provide a safe working environment for all staff.

- Promote and capitalise upon storage shared services opportunities and revenue generation possibilities such as footage and stills sales.
- Work with Facilities and other internal and external teams on the project management of key capital works (e.g. refurbishment, new build initiatives etc.) and the subsequent relocation as required of BFI collections.
- Assist the Head of Collections & Information with financial planning and take delegated responsibility for the management of designated budgets, with support from the Finance Manager and in accordance with BFI financial and procurement rules and procedures.
- Keep up to date with technical developments in storage and conservation in order to enhance standards of collection care. Establish and maintain contacts with other archives and professional societies to ensure knowledge sharing and development of best practice. Promote and represent the BFI national and international leadership in this respect.
- To be an ambassador for the BFI through maintaining a professional; approach at all times.
- To carry out all responsibilities in a way which supports the BFI brand values 'Approachable, Inspiring, Responsive'
- To promote diversity and inclusion through all activities.

Undertake any other duties as may be reasonably required.

Person Specification

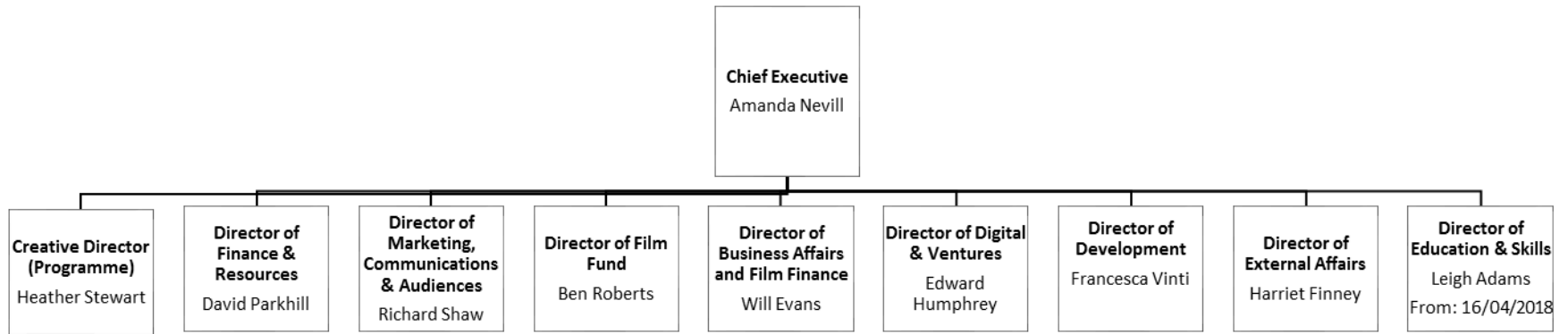
Minimum Requirements

- Educated to degree level or equivalent, preferably post graduate, and/or substantial relevant experience.
- An appropriate professional qualification, or equivalent, related to the disciplines of heritage collection management.
- Minimum 5 years' experience of the operational and logistical management of a large scale heritage or media collection or archive – ideally bringing knowledge of the specific storage requirements and conservation and preservation issues related to film, video and paper and photographic collections.

- Experience of large scale project management, budgetary management and people management. A demonstrable aptitude for organising, leading and developing staff.
- Experience and interest in revenue generating activity and developing new income opportunities, professionalising contacts and contracts
- Strong communication skills – the ability to explain complex technical and logistical issues in appropriate ways for a variety of stakeholders.
- Good organizational skills with the ability to prioritise and ensure key deliverables are on target
- A customer-oriented approach, demonstrating a readiness to provide high levels of service to internal and external customers to agreed standards.
- Experience of managing relationships with suppliers, contractors and clients.
- The aptitude to carry out all activities supporting our brand values of Approachable, Inspiring and Responsive.
- A demonstrable commitment to diversity and inclusion whilst carrying out all responsibilities
- A commitment to continual professional development
- Based at BFI Conservation Centre, Berkhamsted. Travel to other BFI sites in London and near Gaydon (rural location situated near Warwick/Stratford upon Avon) required.

The postholder must at all times carry out her/his responsibilities with due regard to the BFI's Policies and Procedures.

6. BFI Executive Structure:



7. Collections Management Department Organisation Chart

