

CURATOR JOB PROFILE

For an Assistant Curator (Buildings) ...

1. to help develop and deliver major projects and exhibitions, and maintain standards of palace presentation, for all our audiences
2. to help develop, publish and share research about the palaces, their historic context, and particularly their fabric and archaeology, according to HRP's Research Strategy and in support of our IRO status
3. to help give building conservation advice to colleagues in line with best practice and the requirements of the law on scheduled monuments and listed buildings
4. to help set standards for the conservation, presentation and use of the palaces through producing Statements of Significance and Conservation Plans
5. to help ensure the sympathetic design and appearance of operational and visitor facilities across the palaces
6. to help determine the need for practical archaeological recording, and commissioning and managing contractors
7. to be part of the curators' team, supporting and advising other curators. Line management of staff, volunteers and contractors when required.
8. to help support and give specialist advice to colleagues in other departments
9. to help create content, representing Historic Royal Palaces to the wider world and communicating its stories in person and through the most relevant media, including as part of the Digital Strategy

In addition to your main areas of responsibility, we have identified the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy. These qualities/behaviours are summarized below. Further details can be found in HRP's Performance Framework. Your role is primarily at level (NO.) of the Performance Framework.

- Ensure every customer (internal and external) feels delighted with their contact with HRP and the quality of the personal service/experience they receive. **(Delighting the Customer)**
- Manage yourself and others effectively through planning, organizing and anticipating problems ahead. **(Planning for Success)**
- Deliver work on time and to the high standards required, by taking ownership for outcomes, demonstrating pride in their achievement. **(Owning the Issue, Getting it Done)**
- Explore and try fresh, novel ways of doing things that are in keeping with HRP's Cause and add real value to the Organisation. **(Having the courage to try new things)**
- Continually develop expertise in key areas of your role, to ensure delivery of high quality work. **(Developing our Expertise)**

- Develop and maintain an in-depth understanding of the organisation, so that all your actions help achieve the best outcomes for HRP. **(Knowing our Organisation)**
- Work collaboratively with colleagues across functional and geographical boundaries to ensure the success of HRP. **(One Team – One HRP)**
- Support and guide your colleagues so they feel valued and inspired to succeed in their work **(Supporting others to Succeed)** *[non managers]*
- Lead, develop and encourage your team to succeed in their roles and to display the Qualities in the Performance Framework. **(Supporting others to Succeed)** [Managers]

In addition to Key Areas of Responsibility and Core Qualities and Behaviours above, you are also required to have read, understood and comply with the rules/standards contained in HRP's Code of Conduct (as contained in your Staff Handbook) and in the Health and Safety Handbook.