

Job description and person specification

1, Summary Information	
Job Title:	Curator of Fossil Mammals
Department:	Earth Sciences
Contract Type:	Permanent Appointment
Pay Band:	Science Level 2
Salary:	£27,612 per annum plus benefits
Location:	South Kensington
Hours:	41 hours per week including lunch breaks
Application Close Date:	Midnight on Sunday 25th November 2012
Interviews expected:	To be confirmed
2. Role Summary	
<p>The curator will manage fossil mammal collections at our sites in South Kensington and Wandsworth, including hosting visitors and issuing and monitoring loans; assessing destructive sampling applications, taking part in collections enhancement fieldwork and proposing acquisitions and disposals. The curator will be responsible for the electronic documentation of the specimens in the collection, setting priorities for documentation within the mammal collection and working with colleagues in Zoology on best standards of practice for the management of mammal collections. The curator will also be expected to participate in the Museum's outreach activities contributing to events such as fossil festivals, tours, talks and events, some of which may fall at weekends.</p>	
3. Academic Qualifications	
<ul style="list-style-type: none"> • Post graduate degree in Biology, Geology or Museum Studies • First degree in a relevant science subject 	
4. Knowledge, skills and experience (requirements)	
<p><i>Applicants must demonstrate evidence of the detailed criteria outlined below to be considered for the post. Please address each of the skills criteria in the 'Application Questions' section in the online form.</i></p>	
<ul style="list-style-type: none"> • Knowledge of fossil mammals taxonomy • Previous curatorial experience at a professional level • Experience of collections based research • Excellent organisational skills with effective time management skills • Ability to undertake multiple tasks through to completion with tight deadlines • Strong attention to detail with proven ability to undertake methodical tasks to a high level of accuracy • Flexible with a proven ability to work well within a team • Excellent verbal and written communication skills 	

5. Main tasks and responsibilities (job description)
<ul style="list-style-type: none"> • Curate the fossil mammal collection to modern standards • Electronically document the collection • Host visitors, assess destructive sampling applications and issue loans (both research loans and exhibition loans) • Develop part of the activities at the museum's off site storage at Wandsworth • Participate in outreach events such as roadshows and support the Museum's outreach programmes, such as Nature Live
6. Diversity and disability
At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.
7. Application method
<ul style="list-style-type: none"> • Apply on-line before the closing date through the NHM website: www.nhm.ac.uk/jobs. • Complete the on-line application form. In the 'Application Questions' section, please provide specific examples from your achievements, knowledge, skills or experience to demonstrate how you meet each of the requirements (section 4) for the role. <i>You must complete this section.</i> • Tell us what attracted you to the role. • Tell us about anything else you believe is relevant to your application. <p>Please note:</p> <ul style="list-style-type: none"> • You must fully complete your on-line application and we discourage the use of CVs. • Partially completed applications with CVs attached will be rejected. • Individual cover letters and CVs submitted outside of the on-line application system will not be considered. <p>If you wish to provide additional information other than a CV to support your application you may upload this on to your on-line application. A maximum of 2 documents may be uploaded. Each document should not exceed 1Mb.</p> <p><i>You are advised to prepare your examples and evidence in a word document before transferring them to the on-line application form.</i></p>
8. Selection and appointment
Selection decisions are based on merit with candidates assessed against clear, objective criteria at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.
9. Salary Information
Salary for the successful candidate will be £27,612 per annum.
Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice.
10. Contact for general enquiries
HR general enquiries: Melanie Jones Tel: 020 7942 5898, melanie.jones@nhm.ac.uk