

Job Title Research Assistant

Site /Department/Project

National Museum Cardiff, Botany Section, Natural Sciences working on an AHRC-funded Decolonisation project: *Rights and rites; improving digital access to Indian specimens to unlock cultural significance and context.*

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museum
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cymru

Grade D, period of contract 3 months f/t or 6 months × 0.5 post, February–July 2022

Research Project objectives

This project aims to make specimens from the Economic Botany Collection accessible and useful to local communities of relevance and to communities across the globe. The Economic Botany Collection consists of plant products such as roots, seeds, leaves and fibres that have either cultural significance or economic value. A large number of these specimens originate in south-east Asia.

This project, funded by AHRC, will use new AHRC-funded scanning equipment to produce digital images of plant specimens. The images will be shared and discussed with local communities in the course of a series of participatory workshops. This will inform how the images will be shared online and what supporting information will be used on the digital platforms. The project will also inform the development of a broader Natural Sciences collection digitization project.

What you'll do...

The Research Assistant will provide support for the Project Leader by improving documentation for the collection, working with the collection database (CMS) and scanning plant specimens. They will also contribute to participatory workshops and facilitate access to digital images for the co-production of extended, multimedia – blogs and promote the project via social media.

What you'll achieve...

- Enhanced engagement and increased awareness of the Economic Botany Collections amongst local communities of relevance and internationally
- Stronger representation of Wales-based diaspora in Museum activities, promoting greater inclusion of these communities
- The creation of digital images of specimens suitable for use in public events and sharing on online platforms
- Improved documentation and knowledge of the Economic Botany Collection
- Promotion of the project through a series of co-produced blogs and social media

How you'll achieve this...

- Record new specimen information on appropriate databases, particularly the Collection Management System (CMS)
- Produce 3D scans of specimens from the Economic Botany Collection
- Store the 3D scans as appropriate and make them available for community engagement events
- Participate in workshops with local diaspora groups
- Remove and return specimens from the collection using established procedures
- Record movements of specimens to ensure accountability

How you'll support Amgueddfa Cymru's corporate objectives...

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in Amgueddfa Cymru's Equality & Diversity Policy.
- To support the department's compliance with Amgueddfa Cymru's policies on Sustainability and the Welsh language.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
- As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organization.

We're looking for people who...

- Have an enthusiasm for botany
- Are willing to learn
- Can communicate clearly and report issues and progress accurately.
- Ability to work alone, if necessary.
- Have the attitudes and behavior that are aligned with our values (*collaborative, inclusive, creativity, integrity and responsible*).

The knowledge and qualifications you'll need...

- A good understanding of Botany and plant taxonomy, including binomial classification
- Familiarity with use of Asian plants as medicines would be an advantage, but is not essential

The experience you'll need...

- Ideally, experience of working with Museum collections
- Experience of digitization using scanning and photographic equipment

- Experience of working with electronic databases and software packages such as Excel and Photoshop
- Experience of public engagement
- Familiarity with social media and sharing databases online

The skills you'll need...

- Have good attention to detail and ability to work methodically and accurately.
- Ability to handle fragile specimens
- Ability to work as part of a team
- Flexibility in responding to priority workflow needs
- A responsive, empathetic attitude when working with community groups

What we care about....

We encourage all our staff to demonstrate our organizational values in their day to-day role. The successful candidate will need to demonstrate how they live these values in their current work and life.

Creativity

We inspire creativity through our museums, collections and the skills of our staff and volunteers.

Responsibility

We are responsible towards each other, our visitors, the environment and the Welsh language, caring for each other's well-being as well as the national collections.

Integrity

We act with integrity at all times, maintaining professional standards by being honest and trustworthy.

Inclusion

Our museums are inclusive, and we respect the diversity of both our staff and visitors.

Collaboration

We work collaboratively, with each other, with communities and with local, national and international partners

Terms & Conditions...

Starting salary	Grade D Appointment will normally be to the minimum of the salary scale for this grade.
Contract length	
Contract hours	Total of 58 days, worked either as full days or part-time
Annual Leave	27 days on appointment, rising to 32 days after 5 years' service, plus one privilege day at Christmas and 8 bank holidays (for full-time staff). Pro rata for part-time staff.
Probation	
DBS Check	
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

How to Apply:

Please email hr@museumwales.ac.uk a single PDF file that includes the following:

- Cover letter explaining your interest in this position and why you'd be great for this job (based on the knowledge, experience and skills needed).
- CV limited to no more than 2 pages
- Contact details for two references

Please also complete and attach the Vetting and Equality Monitoring Form with your email application.

The closing date for applications is 18 February 2022

Applications can be submitted in Welsh. Applications that are submitted in Welsh will be treated no less favourably than those submitted in English.

For more information e-mail HR@museumwales.ac.uk

Amgueddfa Cymru – National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.