

JAMAICA NATIONAL HERITAGE TRUST
Job Description & Specification

JOB TITLE :	CONSERVATION OFFICER2		
JOB CLASSIFICATION:	SOG/ST 6	JOB CODE:	NTC - 028
DEPARTMENT:	Archaeology		
REPORTS TO:	Conservator		
DIRECT SUPERVISION GIVEN TO:	Not Applicable		
AUTHORITY TO:	Not Applicable		

CONTEXT

JOB PURPOSE	<p>The Conservation Officer 2 (Objects Conservator) of the Jamaica National Heritage Trust (JNHT) is responsible for conserving movable objects which are found in digs including preventive conservation (properly unearthing, packing, transporting, handling storage and exhibiting) and interventive conservation (removal of corrosion products by physical and or chemical means and the stabilization for perpetuity). The incumbent is also responsible for movable objects conservation which include artifacts such as bone, pottery, stone, metals and glass.</p> <p>The JNHT's responsibilities for rescue archaeology stem from its mandate as a regulatory body and the Conservation Officer 2 (Objects Conservator) plays an important role in this aspect.</p> <p>The incumbent achieves the above by using ethical, scientific and business practices in a manner that maximizes, as far as possible, commitment with high levels of accuracy, accountability, responsibility as well as documented productivity.</p>
SPECIAL CONDITION ASSOCIATED WITH THE JOB	<ul style="list-style-type: none"> • This position requires working outdoors across Jamaica, travelling to remote areas with extensive interaction with the local population. • There can be adverse working conditions and or working under rugged conditions with pressure especially when deadlines are to be met. • Extended working hours are expected as well as working on weekends and public holidays.

AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	Not Applicable
TECHNICAL & PROFESSIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Form part of the team on an archaeological site while reporting to the archaeologist in charge, conduct required conservation processes according to established protocols. • Work on field excavations or digs, usually as part of a team, using a range of digging equipment and retrieving techniques. • Take charge of the excavation of delicate items and ensure that they are properly protected. • Create appropriate crates and other packages to ensure that all artifacts are properly protected during handling and transportation. • Ensure that all artifacts entering and leaving the Conservation Department are appropriately registered and logged out. Implement appropriate monitoring measures to ensure that artifacts are properly labeled and may be easily located at any given point in time. • Ensure that all conservation reports and conservation cards are filed appropriately for easy retrieval. • Ensure that the database for all conservation records is always up-to-date. • Deal with the conservation of objects using the required conservation chemicals, apparatus and equipment. • Support the archaeologist in analyzing and preliminary conservation of artifact finds by grouping, while identifying and classifying them. • Provide advice on the conservation of archaeological remains, prepare the relevant reports. • Produce materials and information about the research, site interpretations and conservation methods. • Produce written material aimed at giving educational talks and presentations. • Document all conservation actions taken including photography of artifacts (before, during and after conservation treatment), x-rays, drawings, preparing condition report sheets and conservation cards. • Conserve and preserve finds as well as assist in curating and display of artifacts. • Carry out scientific research in conservation processes to ensure that all new methods are suitable for our artifacts, given our tropical climate and other

	<p>conditions before implementation.</p> <ul style="list-style-type: none"> • Carry out the appropriate analytical tests to assess conservation progress on moveable artifacts, in the conservation laboratory, in storage and on exhibition • Perform conservation assessments on storage sites and JNHT exhibitions as well as those requested by private collectors. Prepare related reports in a timely manner. • Prepare condition reports on artifacts at the various stages of their life and for various purposes.
DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES	Not Applicable
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Perform any other related duties which may be assigned from time to time by the Conservator.
KEY RESULT AREAS/OUTPUT	<ul style="list-style-type: none"> • Support in completion of archaeology projects: including dig, retrieve, excavate and conserve delicate items. • Objects retrieved are conserved (including preliminary washing where recommended) according to established protocols and international conservation standards. • Photographs, artifacts, research findings, documents and reports for each project and or site are prepared and delivered on time. • Projects are completed efficiently, within allocated budgets and timelines utilizing technically sound excavation research methods and conservation procedures.

MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Excavations and conservation projects are completed and delivered according to established conservation standards. • Related research and documentations are up to date. • Traditional and new, methods and techniques are used to clarify and resolve situations in accordance with established standards • Conservation efforts are done according to established procedures.

COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Excellent presentation, oral and written communication skills. • Is analytical, precise and pays attention to details. • Able to work well with diverse groups. • Chemical analytical expertise. • Has high ethical conduct and demonstrated integrity
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • Proficiency in the relevant and varied software applications and hand tools. • Knowledge of Jamaican history and heritage and related disciplines in archaeology. • Knowledge of conservation procedures and standards of practice. • Knowledge of analytical techniques used in conservation.

QUALIFICATION & EXPERIENCE

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> • A Graduate Degree in Conservation OR any related Sciences • An appreciation for archaeology and cultural resource management would be considered an asset. • Three (3) years of experience in a similar capacity.
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COMMUNICATION

LIAISE INTERNALLY	
Archaeological Teams	Archaeological site visits and excavation
Finds Department	Receipt and return of artifacts
LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
AsDelegated	