

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Conservation Science Technician	<b>Reports to:</b>	Head of Preservation & Conservation
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## 2. Job Purpose:

To perform conservation diagnostic and preservation activities, including scientific analyses, and to share preservation skills and knowledge with other conservators.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Accountability for annual operating budget / project budget / sales revenue:					
Nature of financial accountability: n/a			Magnitude of financial accountability: n/a		
<b># staff supervised:</b>	0	<b># direct reports:</b>	0	<b># contractors/others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Use XRF, FORS, Raman, and FT-IR spectrometers to conduct conservation and codicological scientific analyses in the QNL conservation lab and in other libraries in Qatar, including regular pH and alkaline measurements
- Produce detailed written and photographic reports on the results of scientific analyses
- Undertake regular preventive conservation activities to minimize the likelihood of damage
- Participate in conservation unit activities such as hosting visits to and tours of the conservation laboratory and other educational programs
- Monitor environmental conditions (temperature, humidity, and light) in Library facilities, as directed
- Conduct analysis and remediation in the case of any biological infestations
- Collaborate on development of a network of book conservators in Arabic countries in order to facilitate information exchange and contribute to professionalization
- Translate publications on preservation and conservation, such as leaflets, newsletters, and preservation guidelines, into Arabic in order to facilitate preservation and conservation knowledge and skill development among Arabic speakers
- Design training sessions in Arabic, and develop a bilingual glossary of preservation and conservation terminology in order to promote and support development of preservation and conservation skills in the Arab world
- Implement ISO standards for laboratory procedures and quality control
- Monitor and control the storage and use of all potentially harmful substances in the conservation lab, including disinfection chemicals, to ensure that they are properly used and that risks to health are minimized
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required. Work involves contact with potentially harmful substances.

## Conservation Science Technician

### 6. Communications and Working Relationships:

- Supervisor – regular contact to report on work progress and receive approvals
- Conservation team – regular contact to collaborate on projects and for mutual assistance
- Library Relations & Communications team – contact as needed to resolve translation issues and to collaborate on Preservation & Conservation publications
- Colleagues at other libraries, especially within the Arab world – regular contact to exchange information and support conservation and preservation skill development

### 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### 9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Conservation Science or other relevant discipline, such as a scientific degree with a specialization in Organic Materials
- 2-5 years of experience in the field of conservation science
- Strong oral and written communication skills in both Arabic and English, with the ability to articulate ideas clearly and concisely. (Native Arabic speakers must have high IELTS or TOEFL scores)
- Proficiency in MS Office applications