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Swansea University
Prifysgol Abertawe

The Egypt Centre Succession Plan

Name of museum: The Egypt Centre

Name of governing body: Special Collections Executive Group, SU Libraries, Swansea University

Date on which this policy was approved by governing body: 31 Oct 2019

Approval given by: Steve Williams, Head of Libraries, Archives, Culture, and Arts

Policy Review Procedure: The Succession Plan will be published and reviewed at least once every five years.

Date on which this policy is due for review: 31 Oct 2024

1. Mission

The Egypt Centre aims to collect, interpret, and care for Egyptian archaeological material and related documentation in order to enhance the education and cultural life of Wales and beyond, now and in the future.

The Egypt Centre's Mission can be split into three core purposes, which are essential to the Museum and our work. These purposes are:

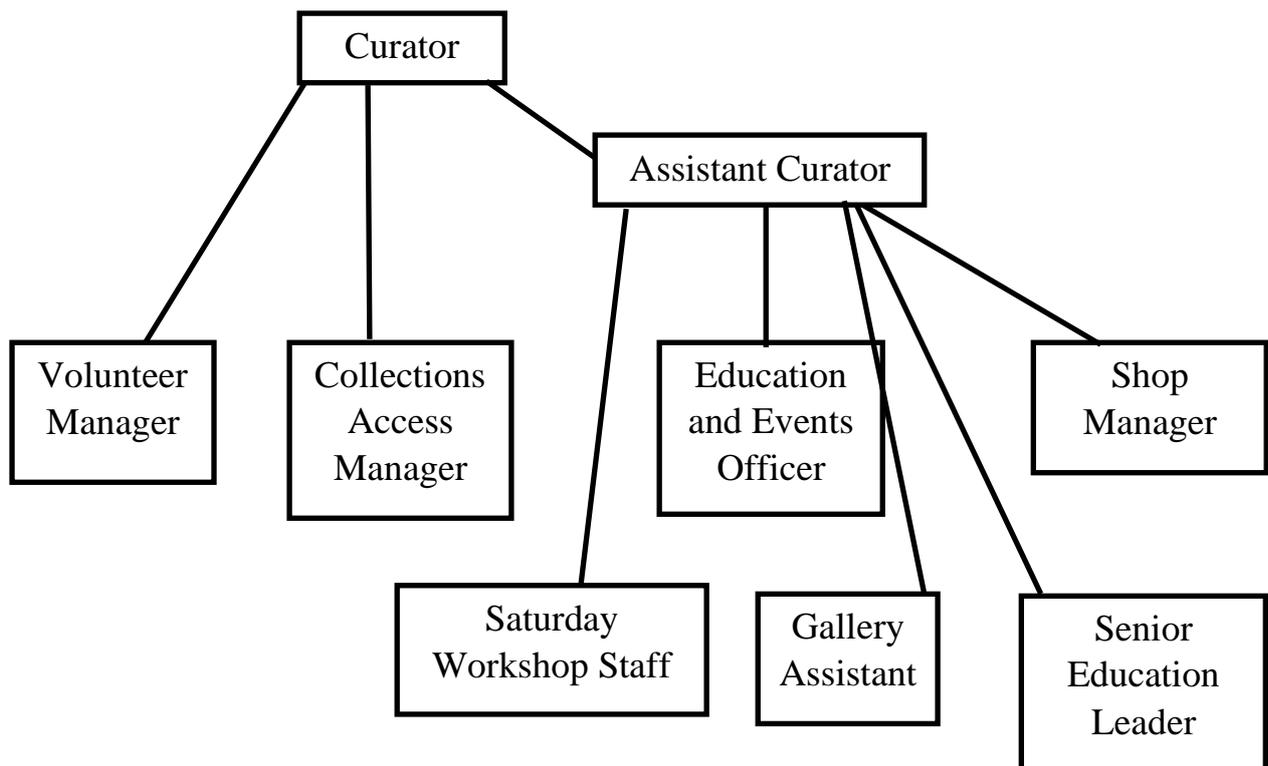
1. Learning and Teaching
2. Widening Participation
3. Care of the Collection

These core aims inform our practise and are the essential services referenced in the Succession Plan.

2. Rational

This Succession Plan is to be used both to allow business continuity and the operation of essential services in the event of staff absence or resignation. It can also be used to ensure all staff are inducted on essential duties. This plan will be updated every five years or sooner if the need arises. The key aims of the Egypt Centre in the event of staff absence are to ensure that the Museum can open to the public and ensure the safety of the collection.

The Egypt Centre's staffing structure is as follows:



A detailed job description of each role will be included in the appendixes

In addition to their role, the following staff hold the following positions:

Shop Manager – Health & Safety Officer

Assistant Curator – Safeguarding Officer

Volunteer Manager – Deputy Safeguarding Officer, Fire Warden, and First Aider

Education Officer – First Aider

The Use of Volunteers

- The use of volunteers enables the delivery of labour intensive activities where we do not have enough paid staff available. This includes acting as guides and security staff in galleries, and delivering school and other educational activities.

3. Delivering our Essential Services

The Egypt Centre’s Essential Services can be sub-categorised into key functions, which ensure the smooth running of the Museum. These are outlined in the following table with the responsible staff highlighted. These are general responsibilities of the Egypt Centre, which run alongside the staff’s more detailed job description.

Where more than one person is responsible, there is often a lead person who is indicated in red. Other members of staff can assist and fill in when the person responsible is absent or leaves.

The Egypt Centre’s Curator has overall responsibility for these services; some have been delegated to ensure a smooth running operation.

Roles	Curator	Assistant Curator	Collections Access Manager	Volunteer Manager	Education Officer	Shop Manager	Senior Education Assistant	Gallery Assistant	Saturday Workshop Leader	Saturday Workshop Assistant
Full documentation procedure	✓	✓	✓							
Object acquisition	✓	✓	✓	✓	✓	✓				
Full Safety Policy (how to draw up)						✓				
Safety Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Full Safeguarding Policy	✓	✓		✓						
Basic Safeguarding Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Full shop procedure		✓				✓				
Daily shop procedure		✓		✓	✓	✓	✓			
Shop stock control		✓				✓				
Egypt Centre Forward Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MA Code of Ethics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University dignity in workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preventative Conservation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alarms and locking up	✓	✓	✓	✓	✓	✓				

Mail procedure	✓	✓	✓	✓	✓	✓				
Emergency plan	✓	✓	✓	✓	✓	✓				
School booking procedure	✓	✓	✓	✓	✓	✓				
Children's workshop booking procedure	✓	✓	✓	✓	✓	✓				
Young Egyptologist workshop preparation procedure		✓			✓					
Easter, Summer workshops procedure		✓			✓	✓				
Ordering goods	✓	✓		✓	✓	✓				
Authorising purchase	✓	✓								
Day to day budget control	✓	✓								
End of year procedure	✓	✓								
Volunteer induction		✓		✓						
Detailed knowledge of collection	✓		✓							
Basic knowledge of collection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Giving basic talks to local groups	✓	✓	✓	✓	✓					
Giving specialist Egyptological talks/presentations (and publishing papers/books)	✓		✓							
Giving specialist museological talks/presentations (and publishing papers/books)	✓	✓	✓	✓	✓					
Giving talks/presentations on volunteering (and publishing papers/books)	✓	✓		✓	✓					
Teaching and assessing undergraduates	✓	✓	✓	✓	✓					
Teaching and assessing postgraduates	✓	✓	✓							
Policy, plans, and service development (education for schools)	✓	✓			✓					

Policy, plans, and service development (volunteer)	✓	✓		✓						
Policy, plans, and service development (general e.g., forward plan, emergency plan)	✓	✓	✓	✓	✓	✓				
Basic networking (e.g., visitors)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Specialist networking	✓	✓	✓	✓	✓	✓				
Marketing	✓	✓	✓	✓	✓	✓				
Organising conferences	✓	✓	✓							
Editing conference proceedings	✓		✓							
HR procedure for staff hire, disciplinary proceedings, etc.	✓	✓								
Interviewing	✓	✓	✓	✓						
Accreditation procedure	✓	✓	✓							
Updating web pages	✓	✓	✓	✓	✓	✓				
Gallery displays	✓	✓	✓							
Moving objects in and out of stores	✓	✓	✓							
Delivering and preparing activities to schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Role	Brief Description
Full documentation procedure	Full knowledge of the documentation plan and all that this entails (audit checks, etc.). The documentation plan and policy is on the S-Drive (admin). Knowledge of MODES Complete so that backups, new indexes, etc., can be made is also necessary. The documentation procedure is available on the S-drive. MODES Complete can provide full training: http://www.modes.org.uk/software/modes-complete.html on the software.
Taking in object procedure	What to do if someone offers and object to the Museum, who to contact, which forms to fill in. The procedure can be found in the documentation policy, which is available on the S-Drive.
Full Safety Policy (as EC Safety Officer)	This is of the level of being the Safety Officer for the Egypt Centre. Members of the University Health and Safety Team, as well as Taliesin staff, will advise on what is required.
Safety Policy	Knowledge of the Egypt Centre's Safety Policy, who to report problems to. The Safety Policy is available in the Egypt Centre office and on the S-Drive.

Full Safeguarding Policy	These people will be the Museum's safeguarding officers.
Basic Safeguarding Policy	Know how to spot basic problems, what to do, and who to report this to.
Full shop procedure	To include banking, how to do audit checks, stock control, etc. There is a shop procedure document on the shop.
Daily shop procedure	Ability to use the till and to cash up at the end of the day and PDQ. This is available on the shop. It is likely to require some practice.
Shop stock control	Line checks and entering sales on shop control sheets. The control sheets and line sheet checks are done every day when the museum is open.
Egypt Centre Forward Plan	Knowledge of the Egypt Centre's Forward Plan and how it relates to own work. The Forward Plan is available in the S-drive.
MA Code of Ethics	Knowledge of the Museums Association Code of Ethics and how it relates to one's own work. The MA Code of Ethics can be found online.
University dignity in workplace	How to follow the University's dignity in the workplace policy, what to do if there are problems. The University's dignity in the workplace policy can be found at https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/dignity-at-work-and-study/ . The Centre's personnel officer is Justine Francis (5730/6922).
Preventative conservation	Understanding the basics of how objects might be harmed and whom to report problems. In-house training is given on this.
Alarms and locking up	Switching off alarms in the Museum and stores and putting them on again. Locking and unlocking Museum galleries and stores. In-house training is given on this.
Mail procedure	How to record incoming mail, what to do with cheques. In-house training is given on this.
Emergency Plan	Following the Egypt Centre's Emergency Plan. The Emergency Plan is on the S-Drive (admin) and hard copies are kept in the Museum office, and with Estates.
Normal school visit booking procedure	What to do if a school books, where to record it, how to book rooms, and whom to notify. In-house training is given on this by the Assistant Curator.
Children's workshop booking procedure	Where to record bookings, how to take payment, what information to give to parents/guardians. In-house training can be given on this by the Shop Manager. This should include taking of registers.
Young Egyptologist workshops preparation procedure	What to send out to schools, when to expect information back, what to do with that information, how to deal with problems, booking of taxis and food. In-house training can be given on this by the Assistant Curator or Education Officer.
Easter, Summer workshops delivery procedure (not including booking)	This is led by the Education Officer. However, in an emergency, other staff will need to know the basics. As this changes from workshop to workshop depending on activities offered, the Education Officer will train up other members of staff in advance.
Children's University-recording information (collating info)	Collating hours from children's workshops (Saturday and other), young volunteers, and sending that information to the appropriate authorities. This is likely to end in 2019.
Ordering goods	How to order goods using the credit card and QLX. In-house training can be given on this. Additionally, the University Finance Department can provide training.
Authorising purchase	Authorising purchases made by others using the university's QLX system. In-house training can be given on this. Additionally, the University Finance Department can provide training.
Day to day budget control	How to analyse the budget, ensuring that the Museum does not over spend.

End of year procedure	University required end of year procedures. The University Finance Department provides training on this.
Volunteer induction	Ensuring volunteers understand their roles, ensuring that they have the correct references, etc. Recording of the information on the Egypt Centre's database. There is an induction checklist on the S-Drive (volunteers).
Detailed knowledge of the collection	Ensuring that one has an overall knowledge of the collection in order to be able to answer enquiries from the public and specialists.
Giving basic talks to local groups	Ensuring one has a basic knowledge of the collection and the working of the Egypt Centre in order to talk to the general public, plus the ability to use media equipment and design PowerPoint presentations.
Giving specialist Egyptological talks/presentations (and publishing papers/books)	As above, but at a level where the talk would satisfy Egyptological specialists. Publishing books and papers would require the ability to produce specialist articles, which are successfully refereed.
Giving specialist museological talks/presentations (and publishing papers/books)	As above, but at a level where the talk would satisfy museological specialists. Publishing books and papers would require the ability to produce specialist articles, which are successfully refereed.
Giving talks/presentations on volunteering (and publishing papers/books)	As above, but at a level where the talk would satisfy volunteering specialists. Publishing books and papers would require the ability to produce specialist articles, which are successfully refereed.
Teaching and assessing undergraduates	This includes lesson planning, delivery of lessons, and assessment of students.
Policy, plans, and service development (education)	This includes developing policy and plans on a short and medium term basis (i.e., five years ahead). It will include consultation with other staff and volunteers, as well as a line manager.
Policy, plans, and service development (volunteer)	This includes developing policy and plans on a short and medium term basis (i.e., five years ahead). It will include consultation with other staff and volunteers, as well as a line manager.
Policy, plans, and service development (general, e.g., Forward Plan, Emergency Plan)	This includes developing policy and plans on a short and medium term basis (i.e., five years ahead). It will include consultation with other staff and volunteers, as well as a line manager.
Basic networking (e.g., visitors)	Networking with other staff and volunteers, mainly within ones everyday circle of colleagues.
Specialist networking	Networking with other staff and volunteers, outside ones everyday circle of colleagues. This will include Egyptological, volunteering, and/or museological specialists.
Marketing	This includes thinking ahead to ensure that marketing opportunities are used. The level and sphere at which this is done will be influenced by general job descriptions. For example, the Shop Manager will market the shop (changing displays, advertising goods, etc.); the Curator will ensure that the collection and general work of the Museum is marketed; the Education Officer will ensure education activities are marketed. Advertising is done through social media, including Facebook and Twitter. Some paid advertising is used in <i>What's On</i> but most advertising relies of using freely available resources.

Organising conferences	These may be local or international.
Editing conference proceedings	These will need to be done to a refereed standard and will be of a specialist nature.
HR procedure for staff hire, disciplinary proceedings, etc.	This will mean following HR procedure and guidance. There is University training available on this. Justine Francis is usually able to advise (5730/6922)
Interviewing	This will mean following HR procedure and guidance. There is University training on this. See Justine Francis (5730/6922)
Accreditation procedure	The next Museum accreditation will be 2024. Various documents and policies need to be in place for this (e.g. Forward Plan, Emergency Plan, and Collections Development Plan), to be agreed by the Special Collections Group, ISS. Accreditation is done through MALD, who can advise. Documentation needed for Accreditation can be found on this web page http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/ .
Updating web pages	This involves a basic knowledge of WordPress. The Curator updates the collections pages, Shop Manager the shop pages, etc. Alex Roberts (ISS) is usually able to help us with any problems.
Gallery displays	Opening and closing of display cases should only be done by the Curator, Assistant Curator, or Collections Access Manager (except in emergencies). However, the Curator, Assistant Curator, and the Collection Access Manager can use the help of others in displays, etc., as and when desired.
Moving objects in and out of stores	Moving objects in and out of stores should only be done by the Curator, Assistant Curator, and Collections Access Manager, except in an emergency. Assistants or other staff (supervised) may be required.
Delivering and preparing activities to schools	Delivering activities to all ages and abilities. Preparing work pack and equipment.