

## BRISTOL CITY COUNCIL

## JOB DESCRIPTION

### Department

City Development

### Division

Neighbourhoods & City Development  
– Museums, Galleries & Archives

### JOB TITLE

Collections Officer (Public History)

### GRADE

BG 10

### MANAGED BY

Senior Collections Officer (Public History)

### RESPONSIBLE FOR

Freelance professional staff, consultants, contractors, temporary staff, students, researchers, interns, work placements & volunteers

### Purpose of Job

To work in partnership with all staff groups through expert collections management, care interpretation and research in consultation with the users and external stakeholders, to maintain and develop the collections as a resource for learning, inspiration and enjoyment. To ensure the engagement of a wide range of audiences, achieve key performance targets and contribute towards the creation of a Museums, Galleries and Archives service that is recognised for excellence locally, nationally and internationally.

### Key Job Outcomes

1. To take the specialist/professional lead responsibility for the curation and interpretation of collections within a specialist discipline (Public History).
2. To work in partnership with all staff groups, key agencies and in consultation with the communities of Bristol and users to develop the collections and sites as a resource for learning, inspiration and enjoyment. To do this in line with the City Council's values and practice.
3. To provide leadership, quality assurance and advocacy in collections' development, management and curation as appropriate to the particular specialist collections assigned to each post working with external organisations, such as funding bodies, national museums and community groups, at local, regional and national levels.
4. To ensure the assigned collections are managed and developed in line with approved national standards (particularly Accreditation and Designation) and provide professional advice and support on best practice to the sector as appropriate. Taking daily responsibility for issues such as security and access, insurance valuation, legal title, documentation, disaster planning, surveys and overall condition of the assigned collections and to provide professional advice and support on best practice to the sector as appropriate.

5. To support the ongoing improvement and long-term development of the City Museum and Art Gallery, M Shed, other museums and collections run by the service as directed by the line manager.
6. To support the ongoing programme of exhibitions and events as directed by the line manager and Senior Officer, Public Programmes.
7. To ensure that the Museums, Galleries & Archives service is developed and delivered in line with the City Council's core values and priorities, in particular:
  - placing the customer relationship at the forefront of planning & operational decision making by utilising the most appropriate methods to understand, and wherever possible meet, the customers' needs and expectations;
  - being open and responsive to suggestions on service improvements, including complaints and ensuring customer satisfaction; and
  - promoting and embedding continuous improvement in services
  - contributing to the effective integration of the work of the service with strategic partnerships within both the Council and the Public, Private & Voluntary sector. Acting as a strong advocate for the service and the Council.
8. To be committed to understanding and promoting the Museums Galleries & Archives vision of equality of access, collections management and development, learning and quality customer care for all. Also to be committed to communicating and working effectively with colleagues within and outside the service and to contribute to and support key service developments.
9. To take responsibility for the following under the supervision of the line manager
  - People and performance management and development responsibilities
  - Health, safety and welfare responsibilities for staff, public, contractors, etc.
  - Procurement responsibilities
  - Risk management responsibilities
  - Customer relations responsibilities – internally and externally with the public/agencies
  - Project management responsibilities
  - Communications (internal and external) responsibilities
  - The use and development of information technology
  - Income generation responsibilities
  - Allocated resources
  - Security responsibilities.

to meet the targets set by the line manager and project managers.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, safety and Welfare Policy, departmental policies and codes of practice.

B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards/risk management principles

Date of job description:

10 February 2010

