



Colchester Borough Council

JOB ACCOUNTABILITY STATEMENT AND PERSON SPECIFICATION



Job Title:	Collections Information Officer - Colchester	Salary Grade:	CMG 10	Post Number:	LM13
Service Area:	Community Services	Section:	Colchester and Ipswich Museum Service (CIMS)		

Responsible to: Senior Collections and Learning Curator – Colchester

Responsible for: Temporary Project posts, Volunteers, Trainees

Contact with: Officers of the Council, members of the public, contractors and external organisations.

Purpose of job: To be responsible for the administration of collections information and assist with collections management at Colchester Museums. As part of the Collections & Learning curatorial team, support access to the Museums' collections for a wide range of audiences.

Principal Accountabilities:

Suggested accountability for all roles:

1. Develop and maintain all digital and manual collections information in order to meet audit and nationally set standards e.g. Museum Accreditation.
2. Manage the processing, maintenance and updating of all collections information related to acquisitions and loans.
3. Lead in the digital management of collections and administrate the museum's collections management system, MODES. Lead on specific projects, as required, relating to collections information and the use of new media and technologies to engage audiences with the collections.
4. Assist the Senior Collections & Learning Curator with the programme of collections rationalisation and take a lead in managing collections information regarding disposal.
5. Enable access to collections information for all staff and audiences in liaison with the Collections & Learning Team.
6. Assist the Collections & Learning team, especially the Conservation Officer, in managing stored collections across all museum sites including environment and building maintenance.
7. Manage temporary posts, trainees, volunteers or placements to deliver agreed levels of activity. To manage, or assist, with the facilitation and supervision of visiting researchers and external contractors.
8. Play an active role as a member of the museum service, supporting the delivery of a wide range of activities across the service, including delivery of the Training Museum programme.
9. Support the organisation's commitment towards supporting the wider museum and cultural community in the East of England and promote good relations with relevant external bodies and individuals.
10. Maintain an up to date knowledge of relevant professional practice to ensure that CIMS provides the best service to its customers in line with the Council's policies.

11. To contribute personally towards the achievement of the Council's three Core Goals and culture as defined by CBC's organisational attitudes and behaviours.

Disclosure and Barring Service Registration (formerly CRB) required: **No**
Where staff will carry out defined, regulated activity with children/vulnerable adults

Public Sector Network independent check required: **No**
Where staff will access sensitive information using a PSN/need a .GCSX e-mail address

Politically Restricted Post: **No**

Performance Dimension:


This part of the document sets out the dimension of this role which we expect you to operate at, in other words the level of knowledge, thinking, decision making and impact.


Level	Dimension	Primary focus of this role
Two	Enabling, managing and improving performance	The team Short and medium term impact


PERSON SPECIFICATION

Our Goals, Attitudes and Behaviours are important to CBC and ensure that everyone is working in the right way. We apply them in our recruitment process so that we appoint staff who have the experience, skills and more importantly the right attitudes to thrive within CBC.

We expect everyone to contribute to our core goals and exhibit our cultural attitudes and behaviours. The attitudes and behaviours indicated (✓) are particularly important to this role.

 Customer	Help our customers access our services and deliver on our communities' needs		✓
	Manage	I enable customers to help themselves where they can and make it easy for them to access our services	
	Understand	I actively listen to my customers and use feedback to meet their needs and improve our services	✓
	Own	I take responsibility for the customer, learning from mistakes made and making amends for my customers where I can	✓
	Excel	I will strive to get it right for my customers and do the best job I can	✓

 Business	Become commercially focused and even more business-like in order to be free of government grant by 2017		✓
	Efficient	I constantly seek out income generating opportunities and efficiencies and aim to provide more for less to achieve the best possible value for residents and taxpayers	
	Creative	I will create novel and effective solutions to improve services and ways of working and challenge conventional practices	✓
	Savvy	I am commercially shrewd and understand the cost/ benefit principles, including return on investment, of business planning	
	Promotional	I am enthusiastic about our services and products and look for opportunities to promote and sell them	✓

 Culture	Inspired staff who do the right things and are proud to work for the Council		✓
	Develop	I am responsible for continually improving my personal skills and knowledge and will develop and grow for the benefit of the organisation	✓
	Transform	I will adapt as the world around us changes and strive to improve the services we provide; recognising that change is necessary for our future success	✓
	Respect	I understand that we are collectively responsible for delivering excellent services and respect my colleagues for their contribution; if they succeed, I succeed	✓
	Pride	I am proud of what we do and act as an ambassador for the Council	✓

Everyone needs to:		
Health and Safety	Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health and Safety at Work Act 1974, in order to minimise the risk of injury/accident.	
Safeguarding	Be committed and adhere to the principles of our published policies and the procedures contained within them regarding our obligations for the safety of children and vulnerable adults.	

THE FOLLOWING SKILLS APPLY PARTICULARLY TO THIS ROLE

Skill groups	Essential Skills	Desirable Skills
	We expect you to have:	We also hope that you have:
Role-specific technical skills	<ul style="list-style-type: none"> • Demonstrable experience of using a museum collections management system for data entry, retrieval and reporting • A comprehensive understanding of SPECTRUM and how these sector standards relate to the role • An interest in the museum and its collections and be genuinely interested in documentation and data management issues • Excellent accuracy and attention to detail • Good communication skills • Experience of working effectively within a team and good interpersonal skills • Proficiency in the use of digital media • An understanding of health and safety, with regards to collections care and management • To abide by the Museum Association's Code of Ethics. 	<ul style="list-style-type: none"> • Familiarity with the collections management software MODES • Experience of rationalisation of museum collections and the process of disposal • Experience of large-scale retrospective documentation projects and/or practical experience of large-scale collections movement and related application of data standards within a museum • Experience of delivering training, and preparing learning resources, to museum volunteers, trainees, students or staff • Photographic skills
<i>Project Management</i>	<ul style="list-style-type: none"> • Competency to plan, monitor & prioritise change • An ability to meet deadlines • Strong analytical skills and methodical working • An aptitude for problem solving and creative thinking 	<ul style="list-style-type: none"> • An understanding of risk management • Project management experience • Financial awareness

The following are the qualifications that apply to this role:-

We expect you to have:	We also hope that you have:
<ul style="list-style-type: none"> • A degree or equivalent experience 	<ul style="list-style-type: none"> • A Post-graduate Museum Studies degree or equivalent experience

The following are the IT skills that apply to this role:

We expect you to have experience in using:	We also hope that you have:
<ul style="list-style-type: none"> • Microsoft Outlook and Word 	<ul style="list-style-type: none"> • Photoshop or equivalent graphics editing software
<ul style="list-style-type: none"> • Microsoft Excel 	
<ul style="list-style-type: none"> • Microsoft PowerPoint 	
<ul style="list-style-type: none"> • Social Media 	
<ul style="list-style-type: none"> • Collections Management Software 	<ul style="list-style-type: none"> • Experience of using MODES

The following are any physical or special attributes that apply to this role:

We expect you to be able to:	We also hope that you are able to:
<ul style="list-style-type: none">• Be able to work unsocial hours if required and attend evening and weekend meetings and events• Work as required in both Colchester and Ipswich• Be able to access all museum buildings.	<ul style="list-style-type: none">• Have a full driving licence
Prepared by: Glynn Davis	Date: 17/10/2016