City of BRADFORD METROPOLITAN DISTRICT COUNCIL

Competency based Job profile Pilat Gauge

Job Profile

Reference Number	**01314**
Role Title	**Project Assistant – Collections Reimagined Project**
Grade	Band 7
Directorate	Dept of Environment
Service Area	Sport & Leisure
Reports to	Project Officer – Collections Reimagined Project

Role Purpose

- Provide administrative, logistical and practical support to the museum stores development project, maintaining accurate project records, documentation and information to support effective delivery, reporting and future project development.
- Support the planning and delivery of consultation and engagement activities, assisting with communications, stakeholder liaison, event administration, information gathering and the development of evidence for future funding applications and project proposals.
- Work closely with the Curatorial and Collections Team to support improvements to the documentation, location control, accessibility and management of museum collections held in storage, ensuring collections information is accurate and up to date.

Duties and Responsibilities

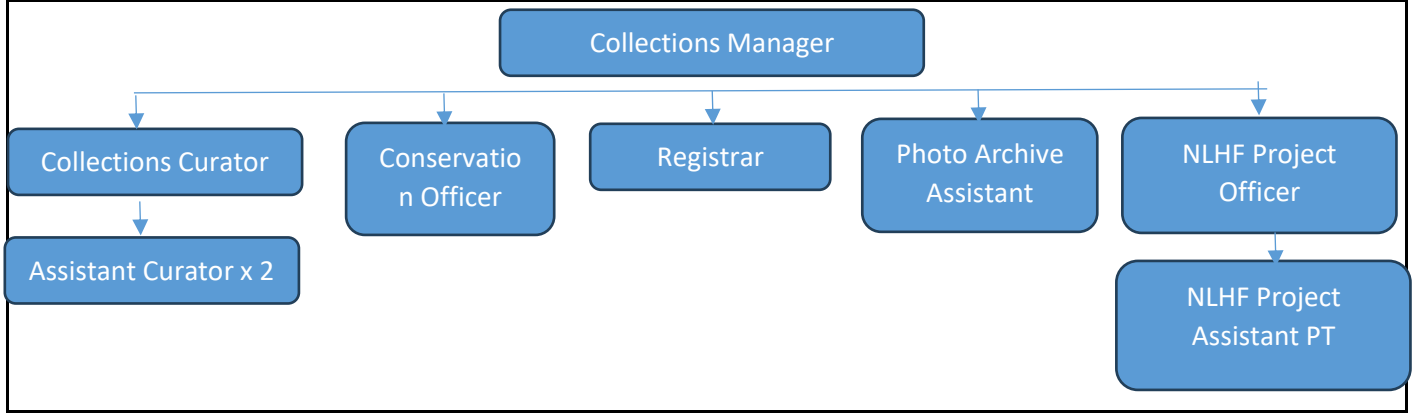
- Provide administrative support to the project, including organising meetings, preparing materials, taking notes and maintaining project records.
- Maintain project documentation, databases and information systems, ensuring records are accurate, accessible and up to date.
- Support procurement processes, expenditure tracking and budget monitoring in accordance with council procedures.
- Provide day-to-day support to the Project Officer and contribute to the effective delivery of project objectives.
- Assist with the collection, organisation and maintenance of information relating to museum collections, storage conditions and documentation.
- Support collections documentation activities, including updating records, checking object locations and maintaining accurate collections data under the direction of the Curatorial and Collections Team.
- Assist with gathering and organising information from surveys, audits, feasibility studies and other project activities.
- Ensure collections information and documentation are handled in accordance with agreed procedures and standards.
- Support the planning and practical delivery of consultation, engagement and community participation activities.
- Assist with event logistics, accessibility arrangements, attendance monitoring and feedback collection.
- Record, collate and present information from meetings, workshops and engagement activities in accessible formats.

- Assist with the collection and organisation of project information, consultation findings, collections data and supporting evidence for funding applications and project development.
- Work effectively with museum staff, volunteers, stakeholders, community participants, consultants and partner organisations, supporting inclusive engagement and project delivery.
- Support the coordination and supervision of project volunteers.
- Comply with council policies and procedures, including equality, safeguarding, health and safety, data protection and information governance requirements.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

- Provides administrative, logistical and project support to the museum stores development project, working under the direction of the Project Officer and supporting delivery across multiple project workstreams.
- Supports activities relating to collections documentation, location control and storage information, working closely with the Curatorial Team, Collections Manager and Conservation Officer to maintain accurate records and improve access to collections information.
- Works with a wide range of stakeholders, including museum staff, volunteers, community participants, external consultants, partner organisations and council officers, supporting consultation, engagement and project delivery activities.
- Responsible for maintaining and analysing project, consultation and collections information, ensuring records are accurate, up to date and available to support project reporting and decision-making.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required

Essential

- Experience of providing administrative, project or programme support within a public sector, cultural, heritage or comparable environment.
- Experience of maintaining accurate records, databases and information systems, with a high level of attention to detail.
- Good organisational skills, with the ability to manage competing priorities and meet deadlines.
- Familiarity with museum or heritage settings, including an awareness of collections storage, collections management and documentation activities.
- Familiarity with museum collections systems and documentation processes.

- Experience of gathering, organising and presenting information to support reporting, project delivery or decision-making.
- Experience of supporting consultation, engagement or community participation activities.
- Ability to communicate effectively and work collaboratively with colleagues, volunteers, stakeholders and members of the public.
- Ability to support engagement with a wide range of stakeholders and communities.
- Experience of working with volunteers or supporting volunteer activities.
- Proficient in the use of Microsoft Office and relevant museum sector applications (i.e. Collections Management Databases) and other digital systems for record keeping, communication and project administration.
- Understanding of the importance of confidentiality, data protection and information governance when handling information.

Desirable

- Experience of supporting museum, heritage or community engagement activities.
- Experience of supporting collections documentation, auditing, location control or collections care projects.
- Experience of working within a local authority, museum service or publicly funded project environment.
- Experience of supporting funding applications through gathering evidence, research or project information.
- Knowledge of Museum Accreditation requirements and standards relating to collections management.

Key benchmarked competencies, traits and motives required to successfully deliver the role. These will support recruitment, succession planning, development and performance management		**Essential**
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	X
IT Packages	Uses a range of complex IT packages relating to area of work (i.e. Collections management databases, digital asset management systems, Microsoft office)	X
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Desirable
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	X
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	X
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	X
Relevant Professional Qualification	Holds or working towards sector relevant qualification i.e. Museum Studies, Heritage Management, Information Management desirable.	Desirable
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	X

Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	X
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	X
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	X
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	X
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	N/A
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	N/a
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	N/A
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	N/A
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	N/A

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Completed by:	Elizabeth Llabres	**Date:**	7/9/2026
Quality checked:	**Pay and Reward Team**	**Date:**	**15/06/2026**