

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: PLACE	SERVICE GROUP: SPORT & CULTURE
POST TITLE: Learning and Outreach Manager	REPORTS TO: Museums and Galleries Manager
GRADE: PO4	SAP POSITION NUMBER:

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post: Max 3

- To work with the Museums and Galleries Manager to deliver the strategic vision for Bradford Museums and Galleries Service as a member of the Management Team.
- To work with partners in Bradford to use its collections, stories and sites for informal and formal learning, engagement and placemaking in the communities of Bradford District
- To provide a high-quality learning, engagement and outreach service to families, adults, schools, students, community groups and special needs groups through the efficient management of the service and active engagement with communities and groups ensuring the work of the service is relevant and informed.

Main Responsibilities of Post: Max 15

Reporting to the Museums and Galleries Manager the post holder has overall responsibility for Learning and Outreach planning, programming and delivery.

To manage and direct the work of staff within the area of operation, establishing and maintaining effective performance targets which ensure the highest quality of experience for all visitors and users.

To manage delegated budgets and other financial resources in line with Council policy and financial regulations.

To maximise the usage of the Service by schools, students, families, community groups and special needs groups.

To develop National-Curriculum related programmes of activities, live interpretation and workshops for schools.

To develop Community Outreach projects.

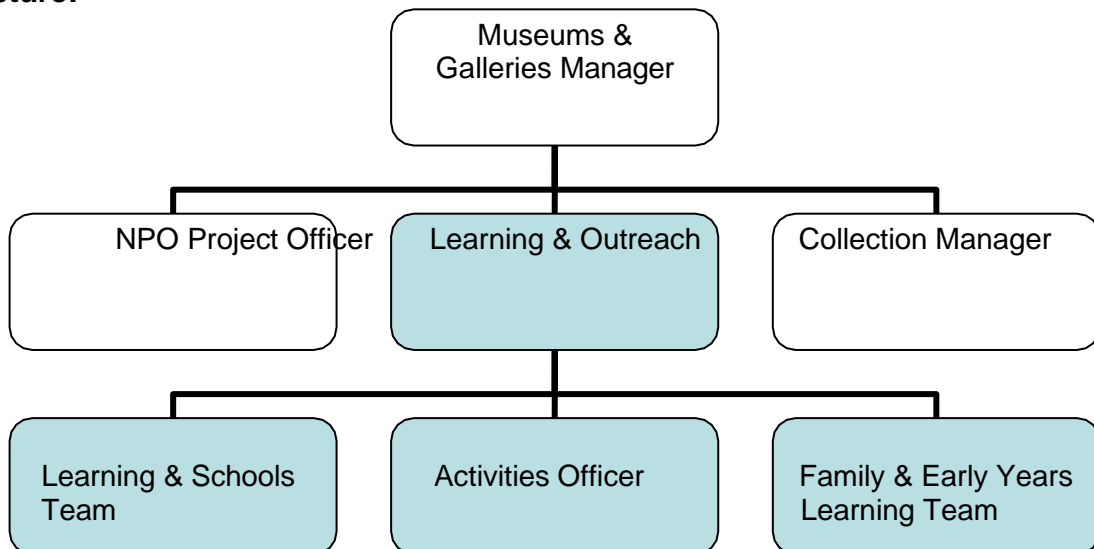
To liaise with Schools, Children's Services and other local and regional providers. (e.g., Colleges, Universities, Teacher centres and training organisations)

To maintain an up-to-date knowledge of the sector (formal and informal learning) particularly with respect to changes in the National Curriculum.

To contribute to the development of the public programme e.g., displays, temporary exhibition events.

To carry out any other duties appropriate to the post and in line with the needs of the Service.

Structure:



Special Knowledge Requirement: Essential for shortlisting. Max 10	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public– where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly. b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X ADVANCED
Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas	X
An up-to-date knowledge of the sector (formal and informal learning) particularly with respect to changes in the National Curriculum.	X
Knowledge of how to plan, prioritise and manage a heavy and complex workload across teams from a variety of sources while maintaining a high standard of quality and working under time constraints.	X
Uses knowledge, safety and environmental policies, procedures and regulations, including risk in own area and/or other areas of work.(inc legislation)	X
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Understands the operation and financing of local government structures and developments in service, functions and policies	X
Uses, interprets, analyses, communicates complex numerical information.	X

Relevant experience requirement: Essential for shortlisting
<i>The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.</i>
Proven track record of developing heritage assets and programmes for excellent customer and visitor experiences, driving footfall, engagement and income

Experience of delivering learning and outreach in a Heritage/Museum/Arts environment at management level
Experience of project management
Experience of budget management
Experience in managing large teams
Relevant professional qualifications requirement: Essential for shortlisting
Educated to degree level or equivalent
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
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.
Management Competencies: to be used at the interview stage.
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.
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.
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.		
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.		
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.		
Working Conditions:		
The post holder must be able to work occasional evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
There is a requirement for the post to have a DBS check DBS, Warner Process.		
Compiled by: Jacqui Buckley July 2019	Grade Assessment Date:	Post Grade: PO4