

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: PLACE	SERVICE GROUP: Sport and Culture
POST TITLE: Learning Officer (part-time)	REPORTS TO: Learning and Outreach Manager
GRADE: SO1/2	SAP POSITION NUMBER: 50211856

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. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post: Max 3
To enhance the museum and gallery learning experience by devising and delivering high quality learning services to schools, students, families, community groups and special needs groups. Responsible for developing and maintaining the learning offer across the service working closely with the service staff team.
Main Responsibilities of Post: Max 15

1. To develop and deliver National-Curriculum related programmes of activities, live interpretation and workshops for schools relating to our Core Collections
2. To assist schools with pre and post visit information and supporting materials.
3. To maintain an up-to-date knowledge of the sector (formal and informal learning) particularly with respect to changes in the National Curriculum.
4. To work in partnership with the area team to develop, deliver and maintain a programme of holiday activities, special events and learning projects aimed at engaging families and children with our core collections offer.
5. To contribute to exhibitions programming.
6. To run INSET and other courses and briefings for teachers and group leaders to develop greater usage of the Service.
7. To maintain an accurate booking procedure for organised visits by schools and groups and to ensure that evaluation is undertaken.
8. Produce Risk Assessments
9. To acquire and maintain materials and equipment for learning activities.
10. To devise information and learning materials in a range of media (printed, electronic etc.)
11. To represent the Museums and Galleries service at appropriate conferences and seminars, internal and external meetings, working parties etc.
12. To carry out research and give talks and lectures as required.
13. To carry out any other duties appropriate to the post and in line with the needs of the Service.

Special Knowledge Requirement: Will be used 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,– 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

Carries out the working practices, procedures and basic operations across a specialist area	X
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work, inc legislation	X
Uses a wide range of basic computer applications	X
Knows the costs for products and services within own area of responsibility	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources	X

Relevant experience requirement: Will be used for shortlisting

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.

Minimum of 3 years experience in a museum and gallery education environment or relevant learning environment including direct teaching of schoolchildren between 5 and 15 years old.

Relevant professional qualifications requirement: Will be used for shortlisting

NVQ Level 4

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 and at 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:

Reporting to the Learning and Outreach Manager and working closely with the Learning Team co-ordinator the post holder is responsible for the Core Learning Activities, coordinating the area freelance team and be responsible for departmental equipment. 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.

Occasional responsible for Museum and Gallery collections when used in activities.

Responsible for freelance specialists and volunteers.

Special Conditions:

Management require that a DBS be carried out as part of the recruitment process

Compiled by: Jacqui Buckley July 2019

Grade Assessment Date:

Post Grade: SO1/2