City of BRADFORD METROPOLITAN DISTRICT COUNCIL

Competency based Job profile Pilat Gauge

Job Profile

Reference Number	**01315**
Role Title	**Project Officer – Collections Reimagined Project**
Grade	SO2
Directorate	Dept of Environment
Service Area	Sport & Leisure
Reports to	Collections Manager

Role Purpose

- Coordinate the day-to-day delivery of the museum stores development project, ensuring activities are delivered effectively and in accordance with museum standards and National Lottery Heritage Fund requirements, while working with the Collections Manager, Curatorial and Collections Team to support improvements to collections documentation, location control and storage management.
- Coordinate consultation, options appraisal and feasibility study activities, acting as the principal liaison between museum staff, community groups, council services, external partners and consultants to inform project development, decision-making and future collections storage planning.
- Identify, develop and pursue funding opportunities for future phases of the project and wider collections initiatives, leading the preparation of funding applications and coordinating the development of supporting evidence, budgets and project proposals.

Duties and Responsibilities

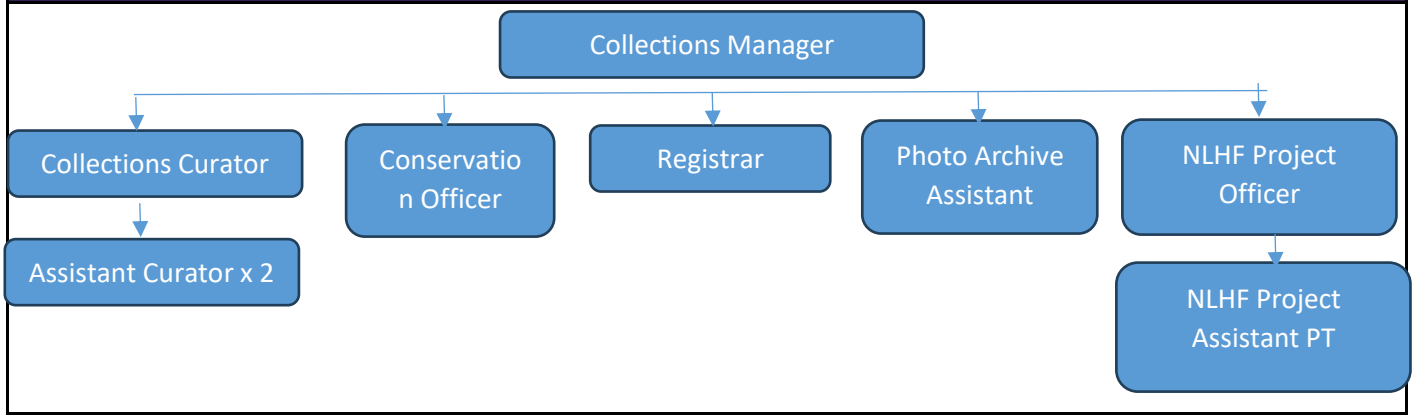
- Coordinate the day-to-day delivery of the museum stores development project, ensuring activities are delivered in line with approved project plans, budgets, timescales and funding requirements.
- Coordinate the commissioning, delivery and monitoring of external consultants undertaking feasibility studies, options appraisals, surveys and other specialist work, ensuring outputs meet agreed briefs, standards and deadlines.
- Maintain and monitor project documentation, including project plans, risk registers, action logs, budgets and decision records, escalating issues where appropriate.
- Line manage and support the Project Assistant, providing direction, guidance and performance management in line with council procedures.
- Work closely with the BDMG Volunteer Coordinator to recruit, coordinate and supervise project volunteers, ensuring a positive and effective volunteering experience.
- Work closely with the Collections Manager, Curatorial Team and Conservation Officer to ensure project activities support the long-term care, storage, access, documentation and management of museum collections.
- Coordinate activities to improve collections documentation, location control and collections information relating to objects held in storage, ensuring information is accurate and available to inform project development.
- Gather and coordinate operational requirements from collections, conservation and museum staff to inform project planning, option development and decision-making.

- Work with the Built Environment team and other council officers to ensure project proposals reflect technical, operational, environmental, access and sustainability requirements.
- Plan, coordinate and deliver consultation and engagement activities with staff, partners, community groups and other stakeholders.
- Act as the principal liaison between the project team, consultants, community stakeholders, partner organisations and council services, fostering positive working relationships and effective communication.
- Analyse, collate and present consultation findings, project information and stakeholder feedback to support project planning and decision-making.
- Prepare reports, briefings and presentations for senior managers, project boards, funding bodies and other relevant governance groups.
- Identify potential funding opportunities and lead the preparation of funding applications, coordinating the development of evidence, project proposals, budgets and supporting documentation with internal and external stakeholders.
- Ensure project delivery complies with council policies, Museum Accreditation requirements, relevant legislation and National Lottery Heritage Fund conditions.

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

- Line management responsibility for 1 part-time Project Assistant and supervision of project volunteers.
- Responsibility for monitoring of project expenditure relating to equipment, materials, volunteer costs and approved project activities, ensuring spending remains within agreed budgets and funding conditions.
- Coordination of a significant strategic project to develop future museum storage provision, involving consultation with staff, community stakeholders, external consultants, the Built Environment team and other council services.
- Responsibility for commissioning and coordinating external consultants undertaking feasibility studies, options appraisals and specialist surveys, working closely with the Collections Manager and Built Environment team.
- Works closely with the Collections Manager and Conservation Officer to coordinate requirements relating to collections care, storage, access and documentation, ensuring project outputs reflect museum standards and operational needs.
- Acts as the primary day-to-day liaison between project stakeholders, consultants, partner organisations and council services, supporting delivery of project objectives and funding outcomes.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required
Essential • Experience of coordinating projects within a museum, heritage, cultural, local government or public sector environment, including monitoring progress against project plans, budgets and timescales. • Experience of coordinating operational activities involving museum collections, such as collections moves, storage improvement projects, audits, documentation programmes or access initiatives. • Good working knowledge of museum collections management, documentation and preventive conservation principles, with the ability to apply these within a project environment and work effectively alongside specialist collections and conservation staff. • Experience of coordinating and maintaining relationships with a range of stakeholders, including community groups, partner organisations, consultants and internal services. • Experience of planning, supporting and delivering consultation, engagement or participation activity with a range of audiences. • Experience of supervising staff, volunteers, contractors or project participants. • Ability to coordinate the work of others and manage multiple workstreams to meet competing deadlines. • Excellent organisational, communication and interpersonal skills, including the ability to prepare reports, briefings and presentations for a range of audiences. • Ability to analyse information, identify issues and make recommendations to support project decision-making. • Proficient in the use of ICT systems for project administration, monitoring, reporting and communication. • Knowledge of collections storage planning and the management of museum collections within storage environments. **Desirable** • Experience of supporting the development and delivery of capital, infrastructure or estate-related projects within a museum, heritage or public sector setting. • Experience of working with external consultants and specialist contractors, including monitoring performance against agreed briefs and outputs. • Familiarity with Museum Accreditation requirements and current standards relating to collections care, storage and access. • Experience of working within a publicly funded project environment, including compliance with grant funding conditions and reporting requirements. • Experience of working with local authority services, such as estates, planning, access, sustainability or procurement teams. • Relevant qualification in museum studies, heritage management, project management or a related discipline. • Experience of working on National Lottery Heritage Fund funded projects. • Experience of volunteer recruitment, training and development.

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 museum collections management systems, digital asset management systems)	X
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	X
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	Relevant qualification in Museum studies, heritage management or a related discipline 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.	X

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.	X
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.	X
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	X
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.	X

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:**	**15/10/2026**