

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Place	SERVICE GROUP: Museums & Galleries
POST TITLE: Assistant Curator of Collections	REPORTS TO: Curator of Collections
GRADE: Band 8	SAP POSITION NUMBER : 50057108

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.

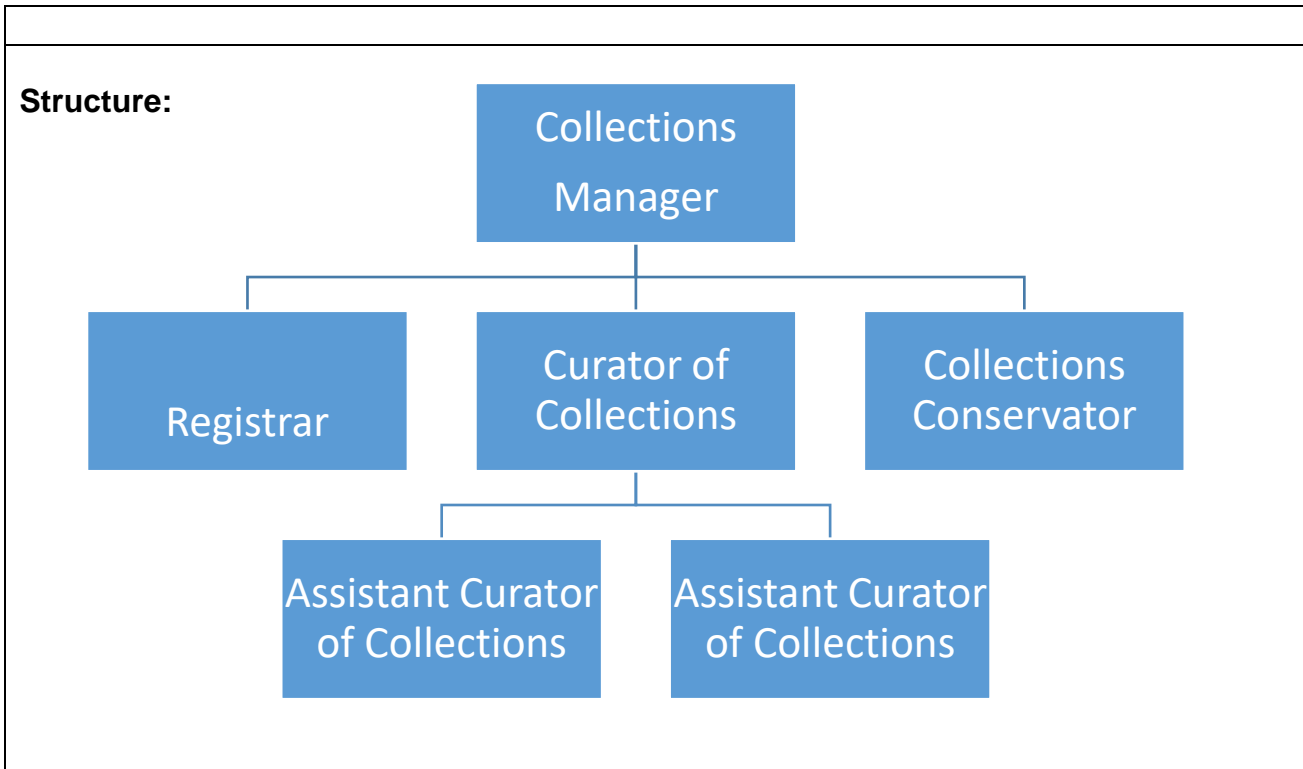
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

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 sentences
To assist the Collections Manager and Curators to ensure that collections and resources are made accessible and relevant to Bradford and District communities.
To assist with the care, documentation, display, interpretation and research of the collections, and archives.
To assist with the acquisition and rationalisation of items to the collections (in line with the Collections Development Policy), and respond to day to day requests and enquiries in relation to collections and archives.

Main Responsibilities of Post: Max 15 Bullet points

1. To undertake relevant output driven research into the collections, related materials and their historical and cultural context including for delivering talks, lectures and tours to the public and a range of other stakeholders in line with the curators and a service wide plan.
2. To assist with the documentation and cataloguing of the collections and maintain associated records and databases, in association with the curators and registrar.
3. To contribute to the redisplay of collections across the service, collections focused exhibitions and related events and manage associated budgets as required to make the collections accessible and relevant to the Bradford and District communities including young people, families and schools.
4. To research, write and produce information, labels, publications, electronic and web based media and other means of interpretation tailored to a range of audience needs.
5. To care for the collections and archives in association with the Curators, Conservators and Archive Assistant (Includes storage, digitisation, security and insurance).
6. With other council employees input into strategy, planning and delivery of sales and income generation.
7. Implement agreed initiatives to provide better / easier access to the collections through a good mix of marketing, digitization and supporting social media programmes.
8. Dealing with requests for images from the public, colleagues, and other institutions following current copyright legislation in relation to the production and use of images and data protection issues. – good verbal and written communication skills required.
9. To provide an information and advisory service able to answer written and in-person enquiries.
10. Photography of museum objects or events held by the Museum service in line with data protection guidelines and cataloguing and archiving these photographs in line with the museums procedures.
11. To represent BMG both nationally and internationally for agreed object loans and to act as a courier and ambassador for the service in support of the Registrar, Collections Manager and museums loans service.
12. To deliver talks, lectures, interpretation, events and demonstrations.
13. Occasional supervision of volunteers, work placement students and interns supported by the volunteer co-ordinator.
14. Occasional training and guidance of Front of House staff, volunteers and work placements supporting Visitors Service Manager and Volunteer Co-ordinator.
15. 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	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	x
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work.	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Knows and understands how to use, interpret, handle and communicate Information.	x
Understands the operation and financing of local government structures and developments in service, functions and policies	x
Ability to plan, prioritise and manage a heavy workload from a variety of sources while maintaining a high standard of quality and working under time constraints	x
Able to work with / provide information to the public-in writing, face to face and over the telephone with courtesy and professionalism	x

A specialist interest and knowledge in archaeology, technology relating to Bradford's industrial heritage, textiles, social history, natural sciences and/or art collections.	x
Able to work productively both within a team and, on occasion, alone.	
Experience of delivering talks, lectures, interpretation, events and demonstrations.	x
Experience of partnership working.	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 either the Advanced threshold level outlined under Special Knowledge above.	
Minimum of 2 years experience in a museum and gallery environment.	
Minimum of 1 years experience of collections management, documentation and display.	
Relevant professional qualifications requirement: Will be used for shortlisting	
Relevant degree in a specialist subject relating to the museum collections.	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and 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 promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.	
Working Conditions:	
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. Must be able to work evenings, weekends and bank holidays as required by the needs of the service. The post holder will be responsible for the supervision of volunteers and work placements.	
Special Conditions:	

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

**Compiled by: Gearóid
Mac a' Ghobhainn**

**Grade Assessment
Date: 31 March 2021**

Post Grade: Band 8

Date: 16.2.2021