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| **Job Description** | |
| **Post title** | Museums, Heritage and Collections Manager |
| **JE Reference No** | N8868 |
| **Grade** | Grade 12 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Culture, Sport & Tourism – Culture & Sport Service Management |
| **Reporting to** | Culture and Sport Service Manager – Growing and Learning |
| **Location** | Any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the Culture and Sport Service Manager; Growing and Learning on the development of the County’s collections, museum and heritage offer for the wider public benefit.

To specifically curate and care for the authorities collections of the DLI, working in collaboration with the Trustees and key partners.

To provide advice and support to the Service Managers on matters relating to the role.

To be commercially aware and committed to improving the financial performance of the service.

To contribute, as necessary, to the overall management and success of the service area and the organisation as a whole.

To participate in working groups and inter departmental teams whose work contributes towards the delivery of effective and efficient services and assists in achieving the council’s key outcomes.

To ensure that effective working relationships are developed and maintained with internal and external partners, organisations, customers and other stakeholders.

To liaise with other Curators within the Region, specifically Bowes and Beamish Museums.

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| **Duties and responsibilities** |

Listed below are the main duties and responsibilities applicable to this post :

* In liaison with the Service Manager, prepare and work to annual service and financial plans to deliver against both commercial and social objectives.
* To support the Service Manager, Growing and Learning on the development of the County’s collections, museum and heritage offer for the wider public benefit.
* To play a lead role in development and/or contribution to any relevant county/regional strategies supporting museum, heritage and collections, and work with key partners to ensure a collaborative approach to a public offer.
* To play a lead role on county and regional appropriate forums, for the development of the County Museum. Heritage and collection offer, including appropriate support to the County Cultural Partnership as and when required.
* To specifically curate and care for the authorities collections of the DLI, working in collaboration with the Trustees and key partners for any new approach to presentation and support of the collection.
* To ensure close collaboration with the operational locality teams and partner museums, ensuring shared working and cohesive services.
* To develop a strong and collaborative relationship with the Durham University to extend and improve the County offer.
* Play a key role in ensuring the DLI museum service is reviewed and to lead on the development of a new approach to presenting the collection is established.
* To work with colleagues in the Culture and Sport Improvement and Development service to ensure effective marketing and communications of the services.
* To support the improved communication approach across the Culture and Sport service, and with wider partnership structures, both beyond the county and at local area level.
* To act as project manager or play a supporting role on a range of service wide projects to extend/preserve the museum, heritage and collections offer.
* To provide professional and effective advice on all matters relating the scope of this area.
* Build and maintain strong working relationships with relevant teams within the Council and partner organisations.
* Promote the Council internally and externally through involvement and participation in appropriate groups
* To provide effective management and co-ordination of all key customer service requirements across the function.
* To ensure that the service within the scope of responsibility are operated with due regard to all relevant legislation, operating guidance and best practice.
* To work closely with other employees, internal and external partners in supporting and developing policy and approaches which increase participation in Culture and Sport.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Degree qualification or equivalent in a relevant subject. | * Post graduate diploma or equivalent in a related subject in heritage or arts management, museum studies or equivalent. * Evidence of continuous personal and professional development. * Relevant professional qualification e.g. Museum Association. |
| Experience | * Recent experience in museum or heritage management. * Curatorial experience of museum collections. * Experience of preparing strategic documents such as accreditation standard documentation and grant applications. * Proven ability in working with trustees and partners to develop services. * Proven ability to manage projects. * Proven ability to take ownership and deliver results. * Proven ability to manage major change effectively. | * Experience of museum or heritage building management. * Experience of museum and collection marketing. * Experience of submitting quality awards/accreditation documentation. |
| Skills & Knowledge | * Thorough knowledge of the Cultural Sector and its role and purpose in local authority. * An up to date knowledge and understanding of the local authority’s role in the museum sector and heritage offer. * Clear understanding of the Museums Accreditation standard. * Ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences. * Proven application of ICT to improve access to museum, heritage and collections. * Ability to deliver effective presentations to officers, partners and the public. * Ability to understand and produce detailed and complex research reports and transpose into customer focused interpretation resources. | * Ability to be proactive in service development and improvement. * Ability to manage and monitor budgets. |
| Personal Qualities | * Able to show leadership qualities in respect of managing teams. * Strong ability to contribute towards effective teamworking for the service in order to achieve key outcomes. * Travel is an essential requirement of the post. * May be required to work outside of normal office hours. | * Be innovative in ideas development. * Have the ability to think creatively * Ongoing commitment to Continuous Professional Development (CPD) and sector networking. |