

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 02236
Service Area: Culture	Grade: G4

Job Title: Collections Development Assistant

PURPOSE OF JOB:

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

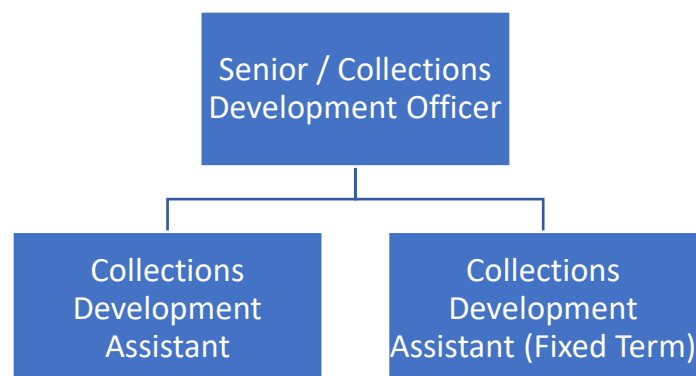
- Providing an integrated approach to performance management, quality standards and service delivery.
- Embedding new ways of thinking and working.
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate.

As part of the Collections Development Team, to assist in the development, promotion and daily operation of the Heritage Service to ensure the provision of an effective resource and information service, both for the Service and its various sites and teams, but also for a wide range of external users and partners. This includes helping to make accessible the various collections to the public, dealing with enquiries, and where required participating in specific projects.

The postholder may also be responsible for helping to provide access to our collections, for example by preparing objects and other holdings for examination on request by visitors and other users and working in the Repository area.

Continuously look for synergies and efficiency savings across area of responsibility.

TEAM STRUCTURE:



MAIN DUTIES:	
1.	Respond to enquiries and research requests for information about the Service's collections.
2.	Support with the delivery of all agreed Museums/Archives Benchmark tasks identified in the Collections Care Plan at all relevant core business locations.
3.	Contribute to the cataloguing of the collections, as part of an on-going project. For example, inputting/updating data on CALM/Modes and generating inventories/reports from the system.
4.	Assist with projects, exhibitions and events. For example, assisting in the preparation of talks, lectures, displays, outreach activities and conservation projects (e.g. income generation projects, display preparation etc.).
5.	Assist in changing museum/archive displays as required, including selecting material, writing labels, repackaging and storing.
6.	Contribute to the promotion of the service by highlighting its sites and contents, and providing useful reference summaries of key themes in the collection. This may include newsletters, blogs, or social media.
7.	Contribute to digitisation projects in order to provide greater access to the collections, and respond to requests for digital copies of images to be produced, including where required creating digital images of material using in-house equipment, e.g. digital cameras.
8.	Assist with planning to keep to project targets and reporting progress against service KPIs.
9.	Develop a working knowledge of the collections and their context.
10.	Working week to include Saturdays as part of standard working pattern and as required. Occasional evening work may be required.
11.	<ul style="list-style-type: none"> • Providing day to day support as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams. • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working. • Maximising the impact of resources and value for money to achieve improved outcomes for the Council and Heritage Service. • Support effective performance management to deliver outcomes in line with service delivery contracts. • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects and/or specific work. • Demonstration of the Council's Core Abilities (at the relevant level): <ul style="list-style-type: none"> ○ Personal Leadership. ○ Being Future Focused. ○ Political and Commercial Astuteness. ○ Supporting a High Performing and Flexible Workforce. ○ Drive for Results.
12.	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
13.	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.

14.	Ensure the way in which resources within the Heritage Service are managed reflects the agreed culture and style and standing orders of the County Council.
15.	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with relevant officers, and monitor delivery against commissioned requirements.
16.	Ensure Council resources are optimised and utilised effectively and efficiently.
17.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
18.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
19.	Contribute to the development of individuals across the Heritage Service coaching, mentoring and motivating staff to achieve performance excellence.
20.	As an employee, create a positive image of the County Council.
21.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
22.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
23.	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
24.	Create bespoke packaging and mounts for delicate objects according to project criteria and specifications.
25.	Operate and maintain technical equipment, e.g. x-ray and microfilm equipment, digital cameras, etc according to project criteria and specifications.
26.	Act as key holder.
27.	Moving, loading and unloading of archival holdings and museum objects.
28.	Support specific collections projects as required.
29.	May occasionally be required to provide cover and assist in the Search Room area (for example lunch time cover on Saturday's and/or sickness absence).

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Minimum of GCSE or equivalent standard of education, including numeracy and literacy.	A	Y	
Knowledge or experience working in an archive/museum relating to collections (paid or voluntary).	A/I	Y	

Dexterity and practical experience in craft skills, manual object handling, lifting, movement and packaging skills in relation to collections.	A/I/T	Y	
Relevant project experience including assisting in project planning, delivery & reporting- analysing information to deliver improvements.	A/I	Y	
Good attention to detail, record-keeping and organisational skills to meet deadlines.	A/I/T	Y	
Proficiency in Microsoft Office, cataloguing systems, experience inputting and downloading data, running inventories and reports.	A/I/T	Y	
Digitisation skills including familiarity with production of digital images and scans- their management and rights.	A/I	Y	
Experience operating and maintaining technical equipment.	A/I	Y	
Familiarity with sector accreditation standards and toolkits e.g. Benchmarks in Collections Care, MA Disposal Toolkit.	A/I		Y
Basic Health and Safety knowledge and awareness- including working from height, and with hazardous chemicals, materials and equipment.	A/I/T		Y
Confidence and capability working with colleagues, stakeholders, customers and sector bodies to provide and promote services.	A/I	Y	
Effective communicator, able to work flexibly within a busy environment independently and within a team- with a personal drive towards problem solving and organisational transformation.	A/I	Y	
Specific posts may necessitate different focuses of the job description depending on the operational needs of the role. See attached job briefing where in use.	A/I	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.