

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place - Communities

Job Ref Number: 02224

Service Area: Culture

Grade: G6

Job Title: Exhibitions and Interpretation Officer

PURPOSE OF JOB:

To 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 stakeholders and commissioners, their teams/partners and across service areas as appropriate

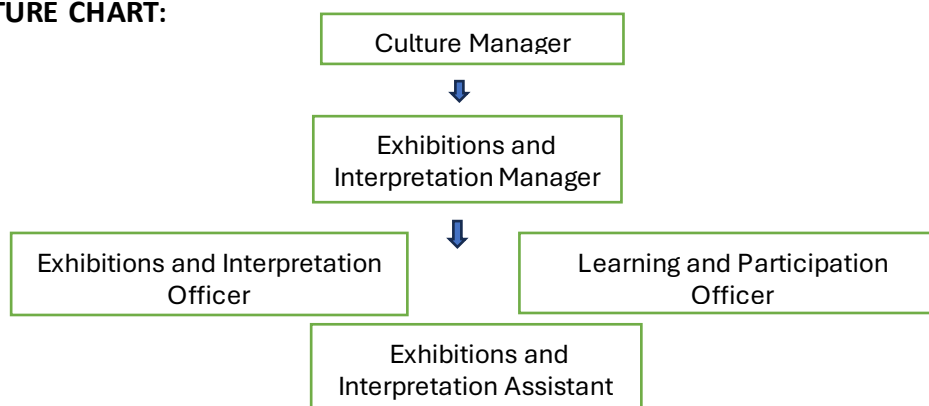
As a key role within the Exhibitions and Interpretation Team the post-holder will support the definition, development and delivery of a vibrant programme of high profile, temporary exhibitions and associated activity, for a range of audiences together with helping to produce plans for the longer-term transformation of the Culture Service's permanent spaces and shorter-term plans to maintain and upgrade key galleries.

This role has delegated responsibility for the content, interpretation and production of exhibitions, new galleries and gallery upgrades.

This role may support multiple projects and will require a pragmatic mind set, a commitment to deliver quality and an ability to prioritise and problem solve.

The post holder will support the alignment of resources and deploying people optimally to achieve the ambitious plans that the Culture Service has set through its strategic priorities.

STRUCTURE CHART:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

1.	<ul style="list-style-type: none">• Work with colleagues within the Culture Service and support the development of a 3-year plan for the temporary exhibition programme ensuring sufficient research and development time.• Support the development and delivery of a temporary exhibition programme of at least 3 exhibitions a year ensuring the appropriate processes are in place to enable long-term planning.• Support the delivery of the Culture Service Public Programming plan .• Contribute to the Exhibition and Interpretation team to plan the programme of gallery upgrades and maintenance ensuring timely delivery.• Support the delivery of major temporary exhibitions.• Working across multiple projects, helping to plan and allocate resources so that competing demands are managed, and outputs are delivered efficiently on time and to budget.• Work with colleagues across the Culture Service to manage competing resource demands from different projects.• Support the development and implementation of the interpretation and exhibition guidelines for the Culture Service.• Work with colleagues to create design briefs and to deliver interpretative environments and experiences.• Work with colleagues to ensure intellectual integrity to exhibitions, collections-focused approach.• Provide leadership across a range of Culture Service activities.• Externally advocate for the Culture Service at national and regional level supporting sector-leadership.• Work with colleagues from the learning team to ensure consistency of content and integrated approaches for education (formal) and interpretation (informal) education provision and develop joint projects and mutually supportive projects and initiatives, where appropriate.• Provide advice and guidance with best interpretative practice to Culture Service staff in respect of all new interpretations and ensure quality and consistency in the standard of new provision across the service.
2.	<ul style="list-style-type: none">• Providing day to day leadership 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.• Ensure 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.)• To be Collaborative; Adaptable; Responsible; Eco-conscious; Supportive.• Provide good value council services.• Create thriving environments.• Enable everyone to enjoy life to the full.• Support high aspirations.

3.	Understand and work with the heritage sector as appropriate, developing and maintaining relationships with stakeholders, commissioners, service users, stakeholders, partners and potential providers.
4.	Contribute to work with stakeholders, commissioners/partners to ensure a robust approach to data analysis and forecasting.
5.	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
6.	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
7.	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements.
8.	Ensure Council resources are optimised and utilised effectively and efficiently.
9.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
10.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
11.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
12.	As an employee, create a positive image of the County Council.
13.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
14.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice.
15.	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.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
In-depth understanding of interpretive planning, exhibition & exhibit design and production.	A/I	E	
Experience of delivering galleries or temporary exhibitions, with a focus on engaging the public through collections.	A/I	E	
Experience of supporting a broad range of internal and external stakeholders,	A		D

collaborating across teams and influencing others to achieve successful outputs for audiences that meet the Culture Service strategic ambitions and values.			
Understanding learning within a museum environment.	A		D
Proven ability to deliver multiple projects on time, to budget and to a high standard.	A/I	E	
Experience of working with a team of diverse practitioners working on multiple projects with competing timelines.	A/I	E	
Proven ability to deliver imaginative interpretation and a deep understanding of content.	A		D
Understanding of audience's needs in relation to museums and galleries.	A/I	E	
Highly organised and able to manage competing demands and to strategically prioritise.	A	E	
Effective communicator with good influencing skills able to advocate and work with senior managers, Trustees and high-profile external stakeholders.	A		D
Able to create a culture of development, high performance and people management that leads to improved outputs including data collection and evaluation.	A/I	E	
Aligns functions, resources and deploys people and skills optimally to achieve strategic priorities.	A		D
Uses long term, innovative thinking and networking to stimulate new opportunities or solutions and early identification of corporate risks.	A		D
Effectively operates within the Culture Service project and programme framework ensuring that appropriate governance structure is in place.	A		D

*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 for 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.