



Role Profile

Our Values and Behaviours

Calderdale Council should be a fulfilling and enjoyable place to work; we know this enthusiasm rubs off on our residents and customers, and we also recognise the crucial role each and every one of us plays in helping to achieve our goals. By demonstrating our core values and behaviours, you will lead by example to help us create the next generation of public services.

Role Details:

Role Title: **Project Officer ('A Museum for Everyone')**

Directorate: Communities & Service Support

Service: Neighbourhoods

Section: Libraries, Museums & Arts

Grade: Scale 5

Contract Details: Fixed Term - 8 months

Post Number: FWP625

Suitable for Job share: Yes

Role Purpose:

Coordinate the Museum for Everyone Project and to help ensure it achieves its key outcomes.

Be the lead contact for partners and community groups involved in the project and oversee the reconfiguration of the relevant spaces within Bankfield Museum.

Responsible for:

No line management responsibility but will oversee volunteers and contractors.

Responsible to:

Museums Manager

Smarter Working Profile: The work style for this role is defined as:

Mobile Workers

Mobile Workers typically work from a hot desk in an office and may need ICT access. They tend to move about during the day to attend meetings with colleagues, customers, and staff, and attend workshops etc. Mobile Workers are based with their teams in zoned areas to ensure effective team working and co-ordination.

Circumstances

Weekend and evening working as required, meeting the needs of the project.

Principle duties and responsibilities

1. Produce a project plan which will achieve the key aims and objectives of the project brief, in consultation with the Museums Manager.
2. Compile regular reports on the project's progress in a timely manner to the Steering Group.
3. Complete the reconfiguration of the designated spaces in Bankfield Museum by the project deadline.
4. Engage with current and potential users of the Museum Service to develop new usage and working practices.
5. Maintain close consultation with the key stakeholders to ensure that the project proceeds according to plan e.g. Museum Collections Team, Library Service, Discover (Museums & Libraries), CAFM, Duke of Wellington's Regimental Archive.
6. Ensure that the project is inclusive and accessible to all potential users.
7. Work with colleagues and partners to develop and deliver a series of community engagement activities and events in relation to the project.
8. Develop and deliver a minimum of three exhibitions during the period of the project.
9. Develop and provide content for the Museums Service website and participate in social media campaigning to promote and widen awareness of the service.

All staff will be expected to maintain high standards of customer care in the context of the council's Core Values, to uphold the Equality and Diversity Policy and to participate in training activities necessary to their post.

Calderdale Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Calderdale Council, as your employer and you as an employee of the Council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities commensurate with your role are identified in the Council's Corporate H&S policy and in you are required to familiarise yourself with these responsibilities (all available on the Council intranet site).

All staff will support digital engagement and share expertise to build capability across the wider organisation and with external partners.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

Person Specification		
Key Strengths	Requirements	How Identified
Coping with pressures and setbacks	<p>Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism.</p> <p>(A) Works productively in a high pressure environment.</p> <p>(B) Keeps emotions under control during difficult situations.</p> <p>(C) Balances the demands of work life and personal life.</p> <p>(D) Maintains a positive outlook at work.</p> <p>(E) Handles criticism well and learns from it.</p>	Strengths matching
Relating and networking	<p>Building relationships, networking, relating to all levels.</p> <p>(A) Establishes good relationships with customers and staff.</p> <p>(B) Builds wide and effective networks of contacts inside and outside the organisation.</p> <p>(C) Relates well to people at all levels.</p> <p>(D) Manages conflict.</p>	Strengths matching
Delivering results and meeting customer expectations	<p>Focusing on customer needs and satisfaction, setting high quality and quantity standards, working systematically, achieving project goals.</p> <p>(A) Focuses on customer needs and satisfaction.</p> <p>(B) Sets high standards for quality and quantity.</p> <p>(C) Monitors and maintains quality and productivity.</p> <p>(D) Works in a systematic, methodical and orderly way.</p> <p>(E) Consistently achieves project goals.</p>	Strengths matching
Working with people	<p>Understanding others, adapting to others, rewarding others, listening, consulting, supporting and caring.</p> <p>(A) Demonstrates an interest in understanding of others.</p> <p>(B) Adapts to the team and builds team spirit.</p> <p>(C) Recognises and rewards the contribution of others.</p> <p>(D) Listens, consults others and communicates proactively.</p> <p>(E) Supports and cares for others.</p> <p>(F) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.</p>	Strengths matching
Planning and organising	<p>Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress.</p> <p>(A) Sets clearly defined objectives.</p> <p>(B) Plans activities and projects well in advance and takes account of possible changing circumstances.</p> <p>(C) Manages time effectively.</p> <p>(D) Identifies and organises resources needed to accomplish tasks.</p> <p>(E) Monitors performance against deadlines.</p>	Strengths matching

Skills	Communication Skills	Strengths matching Assessment/ Interview
	Equality and Diversity	
	Project Delivery	
	An understanding of the needs of volunteers	
	Experience of researching and creating exhibitions in a museum or heritage environment	

Qualification			
Type	Level	Essential	Desirable
Degree level or equivalent qualification in a relevant subject (e.g. Museums, Heritage) or demonstrable experience in a similar role to fulfil the requirements of this post.	Level 4	X	
Postgraduate qualification in a relevant subject.	Level 5		X
Holds a full UK driving licence	Licence		X

EXTERNAL RECRUITMENT

	Requirement	Essential	Desirable	How Identified
Knowledge /Skills	Understanding of museum conservation & preservation techniques.	X		Application Form/ Interview
	Experience of using museum database information systems	X		Application Form/ Interview/ Test
	Project Management experience		X	Application Form/ Interview
	Knowledge of Health & Safety in the workplace	X		Application Form/ Interview
	Demonstrable IT Skills including effective use of social media	X		Application Form Interview/ Test
	Ability and preparedness to work unsupervised.	X		Application Form/ Interview
	Knowledge of best practice in relation to creating exhibitions in a museum setting	X		Application Form/ Interview

Experience	Handling a variety of museum collections	X		Application Form Interview/ Test
	Experience of researching and creating exhibitions in a museum or heritage environment	X		Application Form Interview/ Test
	Experience of supervising and supporting volunteers	X		Application Form Interview

Role Profile prepared by/ author: R Macfarlane
 Job title: Museums Manager

Date: 10/08/2016

Resourcing team member: A Bentley
 Job title: Recruitment and Resourcing Officer

Date: 13/07/2017