

JOB DESCRIPTION

JOB TITLE:	Museum Collections Officer	JE NUMBER: A12868
DIRECTORATE:	Leisure, Culture and Community Wellbeing	BAND: 6
RESPONSIBLE TO:	Cultural Services Manager	
RESPONSIBLE FOR:	Not applicable	
MAIN PURPOSE OF POST:	To be responsible for the care and conservation and the management of Chesterfield Museum's collections, in line with current curatorial standards, and to make the collections more accessible to a wider audience.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Work with Cultural Services team to ensure a sustainable future for the service.
2.	To make sure that the collections are documented, cared for and stored safely in appropriate environmental conditions.
3.	Undertake research of objects for identification
4.	To update Museum policies and procedures in line with Museum best practice
5.	Rationalise the collection, when appropriate, in accordance with the Museum's Acquisitions and Disposal Policy and the Museum Associations Code of Ethics.
6.	To act as the emergency response co-ordinator in the event of a threat to the Museum collection.
7.	Provide support and advice to local history societies and organisations, where appropriate.
8.	To develop the Museum's permanent displays, and to produce temporary exhibitions and displays. To arrange loans of items from other museums under the GIS scheme for exhibition in Chesterfield.
9.	To organise a programme of events at the Museum and Revolution House.
10.	To find new and innovative approaches to opening the Museum to new audiences and making the collection more accessible.

11.	To oversee both education and reminiscence loan boxes, including developing the service as well as their contents and use.
12.	To identify projects that could attract external funding and assist in securing that funding
13.	To provide an enquiry and information service to the general public, and other professionals and organisations
14.	To provide information and advice on the Museum collection and related heritage matters to Council and to represent the Service at meetings of local, regional and national organisations in relation to museums and heritage matters.
15.	To be a key holder for the Museum, Revolution House and the Museum store.
16.	There will be a requirement for some travel between the Museum, Revolution House and the off-site store facilities

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
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Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	X
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Museum Collections Officer	JE NUMBER:	A12868
DIRECTORATE:	Leisure, Culture and Community Wellbeing	DATE:	2025

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Effective oral and written interpersonal and communication skills Good research skills and attention to detail A working knowledge of the Museum Accreditation Scheme Awareness of emergency planning for museum collections. Good organisational skills and ability to work to deadlines and agreed targets Ability to work on own initiative and as part of a team Knowledge of modern museum practice and current developments within the museum and heritage sectors Good IT skills, including the use of museum record keeping systems Knowledge of the SPECTRUM standards for museum documentation. Ability to be innovative and creative in the delivery of the service.	Application Form/ Interview
Desirable		
•	Use of the museum's environmental monitoring system A good knowledge of Chesterfield's social and industrial history Knowledge of arranging loans from other museums	Application Form/ Interview
EXPERIENCE		
Essential		

- Experience working in museums (paid or voluntary) to include museum documentation. - Experience of 2D and 3D design and execution for museum displays and exhibitions. - Experience of using interpretative techniques within museum exhibitions - Familiarity with the conservation and security needs of displayed objects	Application Form/ Interview
Desirable	
- Working with the public in an educational capacity with groups of all ages - Experience in preparing grant applications - Experience in arranging events - Experience in organising loans under the GIS scheme	Application Form/ Interview
QUALIFICATIONS	
Essential	
- A degree in a relevant discipline - Post-graduate museum studies qualification (curatorial) - Ability to travel between sites	Certificates
Desirable	
- Car user - Manual handling training	
OTHER REQUIREMENTS	
Essential	
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 2		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 2		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and	Interview
Level: 2		

	candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 2		

Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 2		