



SOUTH LANARKSHIRE  
Leisure & Culture

## Museum Officer Job Profile

<b>Service:</b> Community and Education	<b>Grade Scale:</b> Grade 3 Level 2
<b>Reports to:</b> Development Co-ordinator	

Purpose of Job
To manage the day-to-day operation and development team of the museum service, implementing opportunities to improve service delivery within the framework of national and local strategies and SLLC's Strategy.

Key tasks and responsibilities
<ul style="list-style-type: none"> <li>To assist in the creation and development of opportunities for the museum service and manage activity and programmes.</li> </ul>
<ul style="list-style-type: none"> <li>To support the Development Co-ordinator in relation to interpretation of national strategies with a view to linking into the local service plans.</li> </ul>
<ul style="list-style-type: none"> <li>Day to day management of the museum development team and administration of South Lanarkshire Council's museum collections and deliver the museum business plan.</li> </ul>
<ul style="list-style-type: none"> <li>To develop a museum programme to ensure access, engagement and co-ordinate interpretation.</li> </ul>
<ul style="list-style-type: none"> <li>To manage local budget controlling expenditure and maximising income and identify funding or sponsorship opportunities.</li> </ul>

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>	Museum Studies or similar qualification, or degree in relevant subject (History, Libraries, Archives etc)  Able to demonstrate a proven track record of working in curatorial role.	
<b>Skills, knowledge, experience</b>	Experience of working to and developing collections management standards and procedures  Knowledge and experience of a museum digital Collections Management System (CMS)	Experience of managing or leading a team  Familiarity and evidence of applying for and securing external funding to help deliver projects and programmes

	Working knowledge of professional sector standards, guidelines and procedures.	Experience of supporting and development volunteering opportunities/ student placements  Experience of community engagement and audience development work
<b>Personal Qualities</b>	Excellent communication skills; report writing, delivery of presentations to public and stakeholders etc.	
<b>Other</b>		

### Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

### Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

#### Own It – what can you do

- Are motivated to deliver the best possible services possible.
- Aim to get things right first time and commit to continuous improvement.
- Demonstrate fairness, inclusivity, valuing diversity and equality.
- Ensure compliance with external/internal regulations and that you and others are responsible and accountable.
- Take ownership of decisions and consider the wider implications for you, the team, and the organisation.
- See a job through to completion.
- Be accountable for outcomes good or bad.

#### Be a great team - what can you do

- Work together with colleagues and customers and take time to build effective working relationships.
- Celebrate team success and create a positive team spirit.
- Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves.
- Encourage working together for the benefit of customers.
- Works alongside internal and external colleagues to meet common objectives.

- Actively and respectfully listens to people in order to understand them and their views.
- Contributes appropriately to team and other meetings and discussions.
- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

**Do the right thing – what can you do**

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

**Be Positive - what you can do**

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.