

Assistant Museum Officer Job Profile

Service: Museums	Grade Scale: Grade 2 Level 1
Reports to: Museum Officer	

Purpose of Job
Working with managers and colleagues across a range of disciplines, to implement policies and procedures relating to the museum collections, to agreed national standards and to contribute to best practice within the museum service.

Key tasks and responsibilities
<ul style="list-style-type: none"> Implement and contribute to the development of procedures relating to the acquisition, disposal, loan and care of objects to/from the museum collections and the related documentation.
<ul style="list-style-type: none"> Contribute to ongoing collections inventory and digitisation programme.
<ul style="list-style-type: none"> Ensure appropriate standard of collection care as directed.
<ul style="list-style-type: none"> Provide advice and guidance within the service as required.
<ul style="list-style-type: none"> Ensure, within the parameters of the above procedures, that the museum collections are accessible to all users
<ul style="list-style-type: none"> Liaise with and when appropriate work with other agencies/services to provide an effective service.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none"> Degree in a relevant field 	
Skills, knowledge, experience	<ul style="list-style-type: none"> Knowledge of and experience of working to professional standards and guidelines Experience of delivering museum events and activities 	<ul style="list-style-type: none"> Experience of using Collections Management System Experience of working with children and vulnerable groups Experience of working with communities and other external stakeholders
Personal Qualities	<ul style="list-style-type: none"> Customer focused. Supportive team player To work in a flexible and adaptable manner Effective communicator 	

Other		<ul style="list-style-type: none"> • Driving Licence
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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 from your 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.
- 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
<ul style="list-style-type: none">• 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.