

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Collections Assistant	JEID	M0433
Salary Grade:	Scale G £22,183-£24,491		
Team:	Museums - Heritage & Culture Warwickshire		
Service Area:	Localities & Community Safety		
Primary Location:	Market Hall Museum		
Political Restriction	This position is not politically restricted.		
Responsible to:	Reports to Collection & Development Manager with tasks being overseen and directed by the Curator of Human History and the Curator of Natural Sciences.		
Responsible for:	Supervision of Museum Volunteers		

#### Role Purpose

To assist the Curator of Natural Sciences and Curator of Human History with the documentation, management and public access to the collections.

To work collaboratively within Heritage & Cultural Services and with external partners to promote a positive and integrated approach to preserving and providing access to Warwickshire's natural and human heritage.

#### Role Responsibilities

##### 1. Documentation of the collections:

1.1 Documentation of natural sciences and human history collections ( to include geology, natural history, archaeology and social history) and associated data, working from objects and manual and computerised records, to meet work programmes as agreed with the Curators and other appropriate individuals

1.2 To assist with inventory and location checking

1.3 To capture and input digital images to the collections database

1.4 To input digital images and associated data to websites

##### 2.Collections Management & Collections Care:

<p>2.1 To assist with ongoing monitoring and care of the identified collections; undertaking basic condition checking and elements of pest management</p> <p>2.2 To assist with improving storage and environmental conditions - re-packing, labelling, marking and management of inventories</p> <p>2.3 To actively work with museum staff to maintain Accreditation and other standards</p> <p>2.4 To assist with recruitment and supervision of volunteers and establishment of voluntary work programmes</p> <p>2.5 Supervision of volunteers, researchers and other collections users</p> <p>2.6 To help maintain best practice with regard to collections care</p> <p>3. Access to collections:</p> <p>3.1 To assist with the creation of displays, exhibitions and web-based resources</p> <p>3.2 To assist with the preparation and delivery of events and exhibitions as required</p> <p>3.3 To assist with answering collections-related enquiries</p> <p>4. Other duties:</p> <p>4.1 Involvement in other aspects of collections-related work according to ongoing and project requirements</p> <p>4.2 Attendance and input to relevant meetings as required</p> <p>4.3 To undertake occasional evening, Bank Holiday and weekend working as required.</p> <p>4.4 To undertake other such duties across Heritage &amp; Culture as required commensurate with the grading of the post</p> <p>Hours of work: 37 per week</p> <p>The post-holder is expected to be familiar with and to abide by the Museums Association Codes of Ethics and Conduct</p>
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## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Experience (paid or voluntary) working in a museum, including documentation and 'hands on' collections-related tasks	A/I
Degree or appropriate skills, knowledge and experience in undertaking and presenting research in a relevant subject area, with a willingness to undertake relevant training and development as required	A/I
Excellent ICT skills to include Email, Word, Excel, Web with an understanding of the role of ICT in managing and providing access to collections	A/I
Familiarity with a collections management database/databases	A/I/T
Good organisational ability and time management skills	A/I

Ability to work accurately and methodically individually and as part of a team	A/I
Able to demonstrate an enthusiasm for museum collections interpretation, documentation and care with the ability to work to performance targets	A/I
Manual dexterity and maintenance of professional care standards when handling museum objects together with the ability to safely handle and move bulky, heavy and/or irregularly shaped items in stores and during transportation	A/I/T
Sensitivity to the care and storage needs of a wide range of museum collection specimens and objects	A/I/T
Good written and verbal communication skills showing confidence in dealing with all levels of staff or public	A/I
Sensitivity to the needs and motivations of volunteers	A/I
Willingness to work with different people at a variety of sites and the ability to travel effectively throughout the county	A/I

### Desirable Criteria

Assessed By:

Experience of working with a range of natural science or human history collections	A/I
Knowledge of the SPECTRUM Standard for documentation and the Accreditation Standard Scheme	A/I
Experience of using digital cameras and scanner, web-writing experience	A/I
Experience of writing texts for exhibitions, displays and web-based media	A/I
An understanding of the role and contribution of museums to the community	A/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	