

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Culture, Leisure & Events		Service Area: Preston Park Museum & Grounds
JOB TITLE: Collections Assistant		
GRADE: G		
REPORTING TO: Collections Officer		
1.	JOB SUMMARY: <i>To care for collections and make them accessible to the public and other users. This involves preventative conservation, documentation, cataloguing, research and display work, including some support with interpretation, in addition to taking in part in events and engagement activities.</i>	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To care for Museum Service collections, ensuring their correct storage, security, use and display, in line with Service procedures; To undertake preventative conservation, cleaning and maintenance as directed and as necessary, environmental and pest monitoring as well as adhering to Health & Safety procedures that are specific to working with museum collections.	
2.	To undertake the documentation of Service collections, including acquisition procedures accessioning, producing and editing computer and MODES records, producing and processing object lists and images, in line with Service procedures and Spectrum guidelines.	
3.	To participate in the development and improvement of the Services collections, in line with the Collections Development Policy and current priorities. To work with the Collections Officer to regularly review the Collections policies in line with Accreditation and Service priorities.	
4.	To participate in collections' rationalisation, including inventory, research, selection and de-accessioning of items, disposals, and awareness of hazards, as necessary and in line with Service procedures, in liaison with the Collections Officer.	
5.	To answer enquiries relating to the collections, by email, letter, by phone and in person. To assist researchers by providing controlled access to Service collections.	
6	To contribute to the development of redisplay and exhibition development. To carry out research, providing information on collections and preparing individual objects for display.	
7	To assist with the development and delivery of a range of access activities including onsite and offsite talks as well as store and gallery tours, giving visitors and users the opportunity to find more about and enjoy the Museum collections.	

8	To drive the museum van to achieve museum objectives and transport high value/fragile collections objects and loans.
9	To supervise the work of volunteers, work experience placements and researchers.
10	To assist the Collections Officer with the securing of, or return of, loan material.
11	To be a member of the emergency disaster team.
12	To lead on various collections management projects as delegated by the Collections Officer and to undertake financial tasks as required.
13	To undertake research to continuously improve collections knowledge for use in interpretation and engagement activities, to benefit the public and wider Museum team.
14	To undertake any training and development necessary to meet the duties and responsibilities of the post.
15	To be aware of and adhere to all SBC financial, legal and administrative policies and procedures.
16	To undertake any such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Anna Dodgson	Anna Dodgson	28.06.2023
Job Description agreed by: (Post holder)

Job Description dated June 2023



PERSON SPECIFICATION


Job Title/Grade	Collections Assistant	G
Directorate / Service Area	Culture, Leisure & Events	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Good standard of education (5 GCSEs or equivalent)	Postgraduate qualification, for example in Museums Studies or History	Application form
Experience	<p>Experience of data input and use of computerised and manual documentation systems</p> <p>Experience of working with museum, archive or library collections, including personal data</p> <p>Experience of establishing documentation systems both manual and computerised</p>	<p>Experience of photographing and numbering/cataloguing museum objects for identification and security purposes</p> <p>Experience of using MODES database/collections management system</p> <p>Experience of object handling and storage in museum management environment</p>	Application / Interview

Knowledge & Skills	<p>Ability to communicate both orally and in writing to all levels of audience</p> <p>Ability to work both individually and as part of a team</p> <p>Demonstrate the ability to plan and organise own workload</p>	<p>Knowledge of working to Spectrum standards</p> <p>Demonstrate ability to interpret and re-word written factual information</p> <p>Knowledge and experience of working with preventative conservation materials</p> <p>Knowledge of environmental and pest monitoring.</p> <p>Knowledge of health and safety considerations when working with museum collections.</p>	Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement		Application / Interview
Other requirements	<p>Ability to work effectively with people at all levels of the organisation</p> <p>Ability to drive</p> <p>Calm and considered approach when working with historic objects</p>	Ability to work at height and follow best practice in manual handling	

	Self-motivated and highly organised, yet willing to consult and respond to others		
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Person Specification dated June 2023

 Stockton-on-Tees BOROUGH COUNCIL		KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Culture, Leisure & Events	SERVICE AREA: Preston Park Museum & Grounds	
JOB TITLE: Collections Assistant		
GRADE: G		
JOB LOCATION / BUILDING: Preston Park Museum & Grounds		
REPORTING TO: <i>Collections Officer</i>		

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>	X	
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>	X	
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>		X
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	X	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Anna Dodgson

Date: 28.06.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk