 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture, Leisure & Events		Service Area: Preston Park Museum & Grounds	
JOB TITLE: Dynamic Collections Assistant			
GRADE: F			
REPORTING TO: Dynamic Collections Officer			
1.	JOB SUMMARY: <p>To support the collection, move and rationalisation project as part of the museum's major redevelopment plans.</p> <p>To carry out a range of tasks as instructed by the Project Officer; ensuring the collection is ready for public display within the new visible store. This includes condition checking, packing, moving, cleaning, and supporting with the installation.</p> <p>Working alongside volunteers and community groups, making the collection as accessible and reflective of Stockton on Tees.</p> <p>Always following collection management procedures as well as health and safety protocols.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To work alongside collections volunteers or placements students working on the Collections Move and Rationalisation Project.	
	2.	To pack objects from across all parts of the collection, understanding the necessary materials to use, the handling requirements of different objects and the safe movement of objects, working with external object and art handlers where appropriate.	
	3.	Assist in the movement of collection between sites and to assist in the return of loans and the movement of rationalised objects.	
	4.	To undertake preventative conservation, cleaning, maintenance, and environmental and pest monitoring as instructed	
	5.	To work with the Project Officer to identify parts of the collection for rationalisation and disposal in line with Museum Service policies and priorities. This would include working with MODES collections database, accession registers, reviewing other historic collections-based paperwork. Creating and using inventories, and images and undertaking object research.	
	6.	To assist the Project Officer in implementing the disposals process in line with Museum Service procedures.	
	7.	To correspond with donors and loaners of objects to coordinate possible returns or signing over of loans to the permanent collection in line with Museum Service procedures.	

8.	To undertake and update documentation of collections in line with Museum Service procedures and Spectrum guidelines, including object movement, de-accessioning and disposal. Producing and editing Excel documents, MODES records and accession logs.
9.	To be able to work at height, use collections move equipment and implement manual handling guidelines.
10.	To demonstrate high standards of health and safety for yourself and others at all times and report any potential hazards to the Collections Officer.
11.	To undertake any training and development necessary to meet the duties and responsibilities of the post.
12.	To be aware of and adhere to all SBC financial, legal and administrative policies and procedures.
13.	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	09.04.2023
Job Description agreed by: (Post holder)			

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Job Description dated April 2023



PERSON SPECIFICATION

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


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	5 GCSE's (A-C) or equivalent, including English	Educated to Degree level or equivalent in a Museum, Library or Heritage field	Application form
Experience	<p>Experience of working with museum, archive, or library collections, including personal data</p> <p>Experience of data input and use of computerised and manual documentation systems</p>	<p>Experience of handling, moving, and packing museum collections</p> <p>Experience or knowledge of the rationalisation process</p> <p>Experience of photographing, numbering and cataloguing museum objects for identification and security purposes</p> <p>Experience of using MODES database or other collections management systems</p>	Application / Interview

		<p>Experience of working with a variety of museum collection types.</p> <p>Experience of working with volunteers or community groups</p>	
<p>Knowledge & Skills</p>	<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>Meticulous attention to detail</p> <p>IT literate – good knowledge of Microsoft Office applications (Word, Excel, Outlook)</p>	<p>knowledge of basic collections care</p> <p>Knowledge of working to Spectrum standards</p> <p>Knowledge of working with preventative conservation materials</p> <p>Knowledge of museum pests and other museum hazards.</p>	<p>Application /Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council’s Behaviours which underpin the Culture Statement</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Energetic and enthusiastic approach to project work</p> <p>Ability to work effectively with people at all levels of the organisation</p> <p>Self-motivated and highly organised, yet willing to consult and respond to others</p>	<p>Ability to work at height and follow best practice in manual handling</p>	<p>Application / Interview</p>

	Calm and considered approach when working with historic objects Knowledge of health and safety issues Ability to drive (full licence required)		
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Person Specification dated

April 2023

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