**Manchester City Council**

**Role Profile**

**Collections Officer (Our Town Hall Project) Grade 7 (to be assessed)**

**Our Town Hall Project**

**Manchester City Galleries, Strategic Development Directorate**

**Reports to: Curatorial Manager (Our Town Hall Project)**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the roleholder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

Manchester Town Hall, which opened in 1877, is an internationally significant landmark and Manchester’s greatest cultural and civic asset, which makes a notable contribution not only to the heritage but also to the identity of the City. While the Town Hall has been maintained and remains structurally sound, it is now showing its age with many elements reaching the end of their natural lifespan.

The objectives of the Town Hall project are to:

* Secure the long term future of the Town Hall, its Civic role and its external setting
* Retain and enhance as a functioning and efficient Town Hall
* Restore and celebrate this significant heritage asset for Manchester
* Enhance the use of the building as a visitor destination and increase access to Mancunians
* Transform users’ and visitors’ experiences
* Reduce carbon footprint and energy costs
* Maximise commercial opportunities and offset costs to the public purse
* Deliver economic and social value for Manchester

An integrated project team is working to deliver these objectives so that when the building opens in 2025, it has a viable, useable future.

This role will contribute to the aims of this team by providing a wealth of experience and technical knowledge to support the management, conservation and care of the historic Town Hall collection. This role will play a key part in preparing and planning for the return of the collection to the building, ensuring the collection is catalogued and managed to museum standards.

Responsibilities of this role will include:

* Working closely with the Curatorial Manager to determine and prioritise the conservation/restoration of the collection, with a particular focus on the historic furniture.
* Development of briefs for, and management of, specialist external contractors.
* Sourcing and managing external specialist conservator/restorers.
* Management of external contractors, including art technicians and specialist transport companies.
* Planning the return of the collections to the Town Hall, including transport and installation.
* Liaising with the Our Town Hall Project Design Team and Management Contractors to co-ordinate programmes and activity.
* Planning future heritage storage within the Town Hall
* On-going management of collection during storage period, including documentation.
* Rationalisation of the collection (including disposals), in accordance with the OTH Collection Development Policy.
* Preparation of guidelines for future use of the collection.
* Working closely with the Council’s Facilities Management team to plan future operations.
* Working closely with the Curatorial Manager to ensure collections are prepared for display.
* Supervision and training of staff, volunteers, and contractors as required.

**Collections Officer – Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours:**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication:** Excellent communication skills, both oral and written are crucial for success across all aspects of this role. Ability to influence or persuade internal or external stakeholders.
* **Planning and Organising:** Ability to maintain sound judgement under competing priorities and pressure. Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Project Management:** A clear understanding of fundamental project management, change management principles, processes and procedures within a project environment of a large complex organisation. Ability to manage change control procedures and ensure that project deliverables are completed within budget and timescales.
* **Problem Solving and Decision Making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
  + **Financial Management:** Ability to monitor expenditure against budget, prepare forecasts, identify and understand variances.
* **People/Performance Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole to ensure that the team is equipped to achieve objectives set according to the overall business need.

**Technical requirements (Role Specific)**

* Conservation or Museum Studies qualification or equivalent relevant experience
* Experience of managing the storage and movement of collections.
* Good working knowledge of conservation and collections care in museums, galleries or historic houses.
* Good working knowledge and understanding of collections management, especially museum/gallery documentation policies and standards.
* Experience in using a collections management database.