

## Collections Manager

### Grade 12

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and the people of Staffordshire
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Archives and Heritage is part of the Economy, Infrastructure and Skills directorate within the Culture, Rural and Safer Communities service area, where our vision is to empower Staffordshire's communities to be active, creative, safe, and engaged within a rich cultural and natural environment.

The Archives and Heritage Service comprises Staffordshire and Stoke-on-Trent Archive Service, the William Salt Library and the County Museum Service. The Archive Service is an accredited archive service administered and funded by Staffordshire County Council and Stoke-on-Trent City Council under a joint agreement. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees. The County Museum is an accredited museum funded by Staffordshire County Council and works in partnership with museums across the region as part of the Staffordshire History Network.

The service operates the Staffordshire History Centre in Stafford and Stoke-on-Trent City Archives in the Potteries Museum and Art Gallery in Hanley. The service also manages collection stores in Stafford and manages the William Salt Library collection at the History Centre on behalf of the William Salt Library Trust. A significant proportion of the County Museum's collection is on long term loan and display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives.

The vision for the service is:

Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond.

The mission is:

To connect people to the memories of Staffordshire and Stoke on Trent, by engaging them with the collections we develop and preserve for current and future generations.

The key priorities for the service are:

- Acquiring, preserving and cataloguing collections relating to Staffordshire and Stoke-on-Trent.
- Promoting access, use and engagement with collections in person, remotely, online, and through outreach.
- Developing audiences to widen and increase engagement with collections.
- Working in partnership with the councils, depositors, users, volunteers, friends and stakeholders to deliver the service.
- Increasing and diversifying external funding to support the work of the Service.

## **About the Role**

The Collections Manager is responsible for leading the management and development of the archive, museum and library collections held by the service. This includes developing policies, procedures and negotiations with collection owners to ensure that the service holdings are representative of the diverse county of Staffordshire. The role also leads on systems to catalogue and preserve both analogue and digital collections. The role has a small budget to manage and leads on developing funding bids to support the enhancement of collection care and access.

### **Reporting Relationships**

**Responsible to: Head of Archives and Heritage**

**Responsible for: Collections team**

### **Key Accountabilities:**

1. To lead the collections management and conservation team including:
  - a. Collection Officers (1.8fte)
  - b. Conservator (0.8fte)
  - c. Project Cataloguer (0.5fte)
  - d. Collections Interpretation Assistant (0.6fte)
  - e. Volunteers supporting collection and preservation work
2. To lead on development of policies and processes to collect, acquire, catalogue and preserve items for the Service.
3. The development, through acquisition and disposal, of the archive and museum collections including negotiation and liaison with depositors and donors.
4. To act as lead officer for the cataloguing software and digital preservation software for the Archive and Heritage Service and lead on the development of the online catalogues.
5. To be lead professional to advise on collections, both physical and digital, for the Archive and Heritage Service and to represent the service in key partnership across archives and museum sectors.

6. To define priorities for cataloguing, documentation and conservation work and allocate work across the team including volunteers.
7. As part of the Archives and Heritage Management Team contribute towards the overall budgetary management process ensuring that budgets are delegated and monitored appropriately with specific responsibility for the Collections budget.
8. Identify and bid for external funding to support collections management and development work.
9. To act in the absence of the Head of Archives and Heritage in accordance with agreed service delivery plans, policies and legislation affecting the work of the Service.
10. To manage storage across the sites to ensure the Service meets relevant standards for care of archives, books, and museum objects and comply with health and safety regulations and support the History Centre Manager in management of premises.
11. In collaboration with the Engagement and Access Manager plan and deliver a programme of collections-access initiatives promoting the use and access of collections both in person, remotely and digitally.
12. Take part in the rotas for operating the History Centre and access points as required and act as duty professional for complex enquiries and advice. This will include some evening and weekend working.
13. Take part in rotas to deliver a programme of events, talks, and outreach across the County and City. This will include some evening and weekend working.
14. To participate in the Archive and Heritage Service Emergency Team as required and be a key holder for sites.
15. To undertake such duties as may, on occasion, be required commensurate with the nature and grade of the post.

## **Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally / regionally / nationally.

This post has no political restriction.

*This section is to add any job specific information/working conditions that it would be useful for a candidate to know when applying.*

## **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.










## **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
 	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Honour's degree in an appropriate subject</li> <li>Postgraduate qualification in archive administration or museum and gallery studies.</li> </ul>	<p>A</p> <p>A</p>
   	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Experience of leading and developing teams</li> <li>Experience of working in an archive or museum service at a professional level (approx. three years).</li> <li>Experience of the whole range of professional work including collections management, documentation, cataloguing, preservation and conservation.</li> <li>Excellent working knowledge of CALM 2000 or equivalent software.</li> <li>Experience of digital preservation software.</li> <li>Experience of advising other museums, local groups and organisations about care and management of collections.</li> <li>Experience of managing budgets and developing bids to attract grant funding.</li> <li>Experience of directly supervising professional and non-professional staff.</li> <li>Extensive experience of relevant professional standards for archives, museums and special collections.</li> <li>Awareness of current legislation/guidelines/ good practice relating to health and safety, including Electrical Safety, First Aid and Manual Handling.</li> <li>Experience of using IT equipment, particularly Microsoft Office applications.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p>
  	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Archival/ museum skills including cataloguing and language skills</li> <li>Project management and delivery over a wide range of areas including digitisation and web content development.</li> <li>Knowledge of national and regional professional standards and context for archive and museum services.</li> <li>Knowledge and experience of working to recognised standards such as Archives and Museum Accreditation Schemes.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I/T</p>

	<ul style="list-style-type: none"> <li>• Awareness of legislation, policies and guidelines affecting public services especially information legislation.</li> <li>• Highly organised and self-motivated</li> <li>• Ability to work on own initiative and as part of a team</li> </ul>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p>
--	---	------------------------------------



\*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300