

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE: MHC Assistant Manager (Resources and Development) – Maternity Cover

POST NO: CHC02M

DIRECTORATE: Communities

SECTION: Museums Heritage and Culture

GRADE: 8 (Subject to JE)

CAR ALLOWANCE: Essential

DBS CHECK: No

LEVEL: N/A

PURPOSE OF THE JOB:

1. To manage the Museum, Heritage and Culture (MHC) Service, in conjunction with the MHC Manager, including the museum buildings and staff within the service area.
2. To deputise for the Museum, Heritage and Culture Manager and assist in delivering the Council's aims, objectives, priorities and policies.
3. To play a key role in the development of the MHC service including responsibility for commercial activity and work of Development Trust in order to secure long-term sustainability.
4. To shape the development and delivery of plans, strategies, resources and services, and review the effectiveness of these.

DIRECTLY RESPONSIBLE TO: Museums Heritage and Culture Manager

DIRECTLY RESPONSIBLE FOR: Museum, Heritage and Culture staff, including;

- Collections Care and Access Officer
- Design and Operational Officer
- Commercial Activities Officer
- Communications & Marketing Officer
- Externally funded project fixed term posts (Resources and Development)

LIMITS OF AUTHORITY: See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service Responsibilities:

1. To assist the Museum, Heritage and Culture (MHC) Manager in the development and management of services delivered by the MHC team, in order to improve commercial productivity, public engagement, visitor/audience services and to develop long-term sustainability of the service.

2. To manage a range of staff within the service area and play an active role in directing the work programme of officers and performance management, in line with the Council's aims, objectives and priorities.
3. To deputise for the Museum, Heritage and Culture Manager and where required, provide advice to the Leisure and Community Services Portfolio Holder on Museum business.
4. To manage the MHC budget alongside the spending control officer (Museum, Heritage and Culture Manager).
5. To provide clear and timely strategic advice, guidance and support to the Museum, Heritage and Culture Manager and where appropriate to Elected Members.
6. To be responsible for the direction and management of the marketing and promotional elements of the service area and to ensure that programmes, events and activities are effectively profiled within the community, district, county, region and nationally, where applicable.
7. To provide professional support and guidance to local groups, organisations and agencies involved Heritage and Cultural activity.
8. To work with the Fundraising Manager, the Development Trust and the Assistant Manager Cultural Programmes to; coordinate, research, develop and submit external funding applications on behalf of MHC in order to add value to core work programmes, or to develop and enhance museum facilities.
9. To oversee the development and promotion of volunteering within MHC and to coordinate with Community Health and Wellbeing colleagues in respect of this.
10. To represent Community Services on Corporate Working Groups and to disseminate respective information across Community, Health and Wellbeing and MHC, and be responsible for undertaking/leading on any required actions.
11. To assist with the development of the Museum Business Plan and monitor performance against specific targets, on a quarterly basis.
12. To develop Service Level Agreements for partnership working, in conjunction with the MHC Manager.
13. To ensure accurate records and monitoring procedures exist for the filling of vacant posts including review of job descriptions and associated supporting documents.
14. To be accountable for the management and operational effectiveness of the service area and to make recommendations with respect to service improvements.
15. To plan for and ensure that the section delivers an effective and efficient service in respect of all public communications and documentation.

16. To represent the MHC service at external meetings with partners including other Local Authorities, Heritage Lottery Fund, Arts Council England and other funding bodies.
17. To be responsible for the compilation of statistics and Management information for MHC.
18. To provide training and mentoring for staff.

(a) Service Specific Responsibilities:

1. To be responsible for direction of Museum Exhibitions and Collections Development Projects
2. To undertake the strategic planning for MHC exhibitions and support installation where required.
3. To be responsible for the production of materials and information required for Museum Accreditation.

(b) Corporate Responsibilities:

1. To promote, through personal example, the Council's vision, values and behaviours and to ensure a positive approach to diversity, resulting in equality of opportunity, access and treatment in service delivery, employment and external communication.
2. To have a shared responsibility for developing policies and strategy, relating to collaborative initiatives, with service managers across the Council and also partner agencies, which directly impact on Museum, Heritage and Culture.
3. To produce written reports for presentation to Management Board, Council committees and the Portfolio Holder as required.
4. To initiate and develop effective working relationships with partners, government departments, user groups, businesses and the Third Sector.
5. To provide effective management within the section, and a clear sense of direction and purpose that assists the Council to deliver its aims, objectives, priorities and policies.
6. To actively contribute to Directorate policy and decision-making.
7. To uphold the Council's governance mechanisms, ensuring appropriate standards of performance, operational effectiveness, probity and open government are maintained.
8. To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

(c) Management Responsibilities:

1. To undertake recruitment, development and when necessary carry out the Council's Capability and disciplinary procedures.
2. To undertake PDR's for staff in the service area.

(d) Responsibilities for Health and Safety:

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented.
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

In respect of this to specifically:

1. Be responsible for the security of the Museum and other facilities as required.
2. Ensure that all work and activities within the Museum complies with and adheres to all Health and Safety legislation and policies.
3. To review Risk Assessments for Museum, Heritage and Culture Services.
4. To ensure that the COSHH register for the Museum is maintained.
5. To be responsible for the Health and Safety of staff, the general public, members and contractors, in accordance with the legislation and any additional procedures specific to the Authority.

(e) Responsibilities for Finance:

1. To manage the MHC budget alongside the Spending Control Officer (Museums Heritage and Culture Manager).
2. To ensure that the budgets within the control of the post are managed within the constraints and in full compliance with the Council's Constitution, Financial Regulations, Corporate Code of Governance and Officer Code of Conduct.
3. To ensure budget control records are maintained, including all orders, invoices and recording of forward order projections for Museum, Heritage and Culture.
4. To be responsible for ensuring collection and reconciliation of daily cash, cheque and credit card income is undertaken in line with the Councils Financial Regulations.

POLITICALLY RESTRICTED POST: No

REHABILITATION OF OFFENDERS ACT 1974: Exempt

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

PERSON SPECIFICATION

POST TITLE: Assistant Museums, Heritage and Culture Manager **POST NO:** CHC02M

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/P/REF)
1.	Education, Training and Knowledge			
(a)	Educated to a degree level or equivalent, and/or demonstrable experience in a relevant role.	E		AF
	Professional management qualification, DMS, ILM 5 or equivalent.		D	AF
	Evidence of Continuous Professional Development.		D	AF/I
	Ability to undertake Safeguarding training within 3 months of appointment.	E		I
(b)	Knowledge of Museum, Heritage and Culture services.	E		AF/I
	Knowledge and experience of managing internal and external partnerships.	E		AF/I
	Knowledge and experience of the Third Sector.		D	AF/I
2.	Experience			
(a)	Team leadership and staff management experience.	E		AF/I
	Experience of key HR processes including: recruitment and selection, performance management, appraisal and disciplinary procedures.	E		AF/I
	Demonstrable experience of working with others effectively and innovatively to achieve objectives and the ability to maintain professional relationships.	E		AF/I
(b)	Experience of developing and managing a variety of participatory complex projects.	E		AF/I
	Experience of working in partnership with statutory and Third Sector agencies.		D	AF/I
	Development of Museum, Heritage or Culture strategies and plans.	E		AF/I
(c)	Experience of financial planning and budget management, including restricted funds.	E		AF/I
	Experience in researching and securing external funding.		D	AF/I
	Experience of income generation.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF//P/REF)
	Experience of monitoring and evaluation including reports/returns to funders.	E		AF/I
(d)	Experience of working within a local government context.		D	AF/I
3.	What skills are required on appointment in order to carry out the job?			
(a)	<u>Oral Communication</u> Ability to chair and oversee stakeholder/partner meetings and problem solving groups. Ability to communicate effectively in public forums. Ability to analyse complex issues and explain them in a clear and concise manner to include recommendations for action as appropriate.	E E E		AF/I AF/I AF/I
(b)	<u>Written Communication</u> The ability to analyse information and set it out in a variety of clear and concise written formats appropriate to the audience, including recommendations where necessary. Ability to write concise, accurate and grammatically correct reports and letters in a plain English format.	E E		AF/I AF/I
(c)	<u>IT Skills</u> Ability to confidently use Microsoft applications including; Outlook, Word, Excel and PowerPoint. Able to analyse databases and information held electronically.	E E		AF/I AF/I
(d)	<u>Physical Skills</u> Able to access office premises via staircase. Able to operate effectively over extended working periods. Able to work under pressure and adhere to deadlines.	E E E		AF AF/I AF/I
(e)	<u>General Skills</u> Ability to work on own initiative. Flexibility in terms of tasks and operational delivery. Ability to lead and work effectively as part of a multi-disciplinary professional team.	E E E		AF/I AF/I AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/P/REF)
4.	Expected Values and Behaviours			
(a)	<u>Trust</u> Able to demonstrate openness and honesty and to be able to treat everyone with respect. Able to take responsibility for own actions. An honest and transparent approach to solving issues.	E E E		I I I
(b)	<u>One Team</u> Ability to work effectively within a team in order to meet shared objectives.	E		I
(c)	<u>Performance</u> Able to learn from mistakes, continually develop skills and be willing to learn. Holds self and others accountable to high performance standards.	E E		I/P I
(d)	<u>Innovation</u> Able to demonstrate the ability to work innovatively and to change and adapt in response to challenges.	E		I
(e)	<u>Customer</u> Able to demonstrate an awareness of the needs of our customers and audiences.	E		I
	Other Requirements			
5.	Driving licence and use of a car for work purposes. A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances. Ability to work occasional evenings and weekends, as required, subject to needs of the organisation and attendance at partner and Council meetings.	E E E		AF R AF

Signed: _____

(Director)

Date: _____

AF - Application Form
I - Interview
P - Presentation
R - References

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Post No: CHC02M	Post Title: MHC Assistant Manager (Resources & Dev)
Authority:	Comments:
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	<p>Post holder is a designated Spending Control Officer for a budget area. Responsibility includes budget setting and monitoring and ensuring compliance to Financial Standing Orders</p>
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	<p>Post holder has authority to authorise the full range pertaining to that Spending Control Officer as well as PDR's overtime, TOIL, flexitime, annual leave, sickness absence, orders invoices, training, marketplace</p>
<p>Financial Regulations</p> <p>As required by Heads of Service or as directed by the Council.</p>	<p>To adhere to all financial regulations pertaining to the relevant parts of the post as well as ensuring compliance to Finance and Contract Standing Orders, Council's Constitution and associated codes of practice</p>
<p>Delegated Authorities</p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	<p>Post holder will exercise those authorities delegated to them either directly through the Constitution or through expressly defined delegations from relevant Senior Officers</p>
<p>Statutory Authorities</p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	<p>None</p>
<p>Signing of Correspondence</p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	<p>The post holder can sign all relevant correspondence and notices (where delegated authority exists to do so)</p>
<p>Supervisory/Managerial</p> <p>As determined by the Head of Service.</p>	<p>Post holder is responsible for all immediate staff Management issues within their area of responsibility as delegated by the Museum, Heritage and Culture Manager</p>