

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

Job title:	Museum Development Officer
Bristol grade:	BG10
Managed by:	Programme Manager
Responsible for:	No direct reports
Directorate:	Growth and Regeneration
Service area:	Culture – South West Museum Development

Purpose of the job

To contribute to the delivery of a high quality, nationally recognised South West Museum Development programme, delivering strategic development initiatives and expert support and advice to museums in the Gloucestershire sub-region that are participating in the Arts Council Accreditation Scheme.

Key job outcomes/accountabilities

- Provide professional advice and guidance to museums within the Accreditation Scheme and to those seeking Accreditation across the sub-regional area and, if required, beyond.
- Work with colleagues, including other Museum Development Officers across the region, to develop strong partnerships with relevant sector bodies and to lead the development of appropriate regional and sub-regional networks.
- Develop a clear understanding of the priority offers available through the programme's Central Team and act as a referral point to maximise the use of the funded strategic support to museums
- To lead and manage, support, provide advice to or participate in the development of key projects in the sub-region, across the South West or nationally through partnerships with other agencies or bodies.

Key job outcomes/accountabilities

- To ensure all relevant contracts associated with the delivery of Museum Development activity are effectively managed in liaison with the Programme Manager and in compliance with Bristol City Council's procurement protocols.
- Work with the SWMD team of thematic and Museum Development Officers to collect analyse and share comprehensive activity reporting for Arts Council England, local authority partners and wider dissemination.

Additional Information

- The post will be home based with a hot desk at The Box, Plymouth with regular travel across Devon and meetings at the South West Museum Development Office in Bristol Museum and Art Gallery.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.