

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

|                            |                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:                 | Museum Registrar                                                                                                                                                                                                                                                                                                                                                         |
| Salary:                    | £31,537 - £34,434 FTE (£15,769 - £17,217 Actual)                                                                                                                                                                                                                                                                                                                         |
| Grade:                     | G8                                                                                                                                                                                                                                                                                                                                                                       |
| Hours:                     | 18.5 hours per week                                                                                                                                                                                                                                                                                                                                                      |
| Team:                      | Oxfordshire Museum Service                                                                                                                                                                                                                                                                                                                                               |
| Service Area:              | Heritage and Libraries                                                                                                                                                                                                                                                                                                                                                   |
| Primary Location:          | Museum Resource Centre, Cotswold Dene, Standlake, OX29 7QG<br><br>The role is also expected to work from our other sites when required, including the Oxfordshire Museum in Woodstock, the Swalcliffe Barn near Banbury, and the Bishop's Palace in Witney.<br><br>Travel to and from partner organisations in accordance with duties of the role will also be required. |
| Budget responsibility:     | None                                                                                                                                                                                                                                                                                                                                                                     |
| Responsible to:            | Curator of Social History                                                                                                                                                                                                                                                                                                                                                |
| Responsible for:           | None                                                                                                                                                                                                                                                                                                                                                                     |
| Political Restricted Post: | No                                                                                                                                                                                                                                                                                                                                                                       |

### Job Purpose

Supporting the work of the council by:

- Working as part of a team of paid staff and volunteers to deliver and promote public access to the Museum service and the collections in its care.
- Being a role model within, across and outside the organisation, in line with council values and behaviours.\*
- Forming part of the Collections pillar team, working with other team members to deliver excellent services

Supporting the work of the Oxfordshire Museum Service:

- by working as part of a team of paid staff and volunteers to promote and enable public access to the service and the collections in its care
- by forming part of the Museum Service Collections team, working with other staff and volunteers to improve our collections care and access

- by working within the wider Heritage Service to support strategic priorities
- by working with partners to enhance the Museums Service offer

Deliver high standards of collections care, management and public engagement:

- applying sector best practise and standards in museum registration
- developing opportunities of engaging our users with the collections
- supporting activities related to collections care and storage
- maximising our resources and assets for public good and seeking best value, realising opportunities for effective working practises

\*The post holder will work in accordance with the Council values and competency framework: [Work for us | Jobs | Oxfordshire County Council](#)

## Job Responsibilities

### Documentation

- Maintain and update as an 'administrator' (high access level) the Museum's collections management database, MODES
- Provide training to staff and volunteers on the use of MODES
- Maintain museum registers and appropriately file all associated object documentation both hard-copy and digital
- Ensure all documentation is carried out by the collections team to Spectrum standards
- Manage the auditing programme of museum collections on display and in storage
- Arrange and undertake partner museum audits
- Support and advise the Curators on the update and development of collections policies and procedures
- Support the Curators and the Museum Service Manager with the Accreditation process.

### Acquisitions and Disposals

- Create new object records and update registers for acquisitions
- Chair and organise the quarterly collections group meeting.
- Support the Curators with the assessment of new acquisitions
- Support the Curators with collections reviews and rationalisations
- Manage the disposals process and associated documentation
- Support the Archaeology team with the notification, receipt and management of archaeological deposits

### Loans

- Be responsible for all loans in and out, including loan agreements, checks and renewals, loan returns, and insurance arrangements
- Work with the Curators and the Conservator to assess loan requests
- Keep loan terms and conditions up to date and maintain good communications with lenders and borrowers

### Public Access and Engagement

- Update and maintain collections information on the Museum Service's online digital database Heritage Search
- Contribute to public engagement activities, social media and public programming including giving store tours / talks
- Support and participate in the development and implementation of in-house exhibitions

### Other duties:

- Support with collections related public enquiries
- Support with general administration of the MRC when necessary
- Be on the rota to unlock/lock the MRC

- Be a first aider
- Supervise volunteers and work experience placements
- Support in the event of a salvage incident
- Occasional evening and weekend work may be required
- Be willing and able to travel to other sites
- Any other duties as may be deemed necessary to carry out the full remit of the role.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

| Essential Criteria                                                                                                                                     | Assessed By: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Experience in managing museum collections documentation, including administering loans, acquisitions, and disposals                                    | A/I          |
| Experienced and confident user of MODES or a comparable collections management system                                                                  | A/I          |
| Able to demonstrate a good understanding of Spectrum Standards and the Museum Accreditation process                                                    | A/I          |
| Excellent communications skills and confident in professional correspondence with a variety of stakeholders, including lenders, borrowers, and donors. | A/I          |
| Able to demonstrate good use of written and verbal language for public engagement and accessibility                                                    | A/I          |
| Effective organisation and problem-solving skills with a methodical approach to work and the ability to work reactively                                | A/I          |

|                                                                                                                                              |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Excellent clerical ability and confident user of a range of IT packages including Microsoft Office and image editing such as Adobe Photoshop | A/I                 |
| Understanding of good manual handling practises in collections work and an ability to undertake manual tasks such as moving objects          | A/I                 |
| Demonstrates our OCC values of 'Taking Responsibility' and 'Equality and integrity in everything we do'.                                     | A/I                 |
| <b>Desirable Criteria</b>                                                                                                                    | <b>Assessed By:</b> |
| Experience working with volunteers or work experience students                                                                               | A/I                 |
| First Aid Qualification                                                                                                                      | D                   |
| Experience promoting museum collections                                                                                                      | A/I                 |

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

|                                                                                                               |                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List            | <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List                       |
| <input type="checkbox"/> Standard Disclosure and Barring Service check                                        | <input checked="" type="checkbox"/> Basic Disclosure                                                                 |
| <input type="checkbox"/> Disqualification for Caring for Children (Education)                                 | <input type="checkbox"/> Overseas Criminal Record Checks                                                             |
| <input type="checkbox"/> Prohibition from Teaching                                                            | <input type="checkbox"/> Professional Registration                                                                   |
| <input type="checkbox"/> Non police personnel vetting                                                         | <input type="checkbox"/> Disqualification from Caring                                                                |
| <input type="checkbox"/> Other (please specify):                                                              |                                                                                                                      |

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|                                     |                                                                                                                              |                                     |                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Provision of personal care on a regular basis                                                                                | <input type="checkbox"/>            | Driving HGV or LGV for work                                                                                                                                |
| <input checked="" type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/>            | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/>            | Working at height/ using ladders on a regular/ repetitive basis                                                              | <input type="checkbox"/>            | Restricted postural change – prolonged sitting                                                                                                             |
| <input type="checkbox"/>            | Lone working on a regular basis                                                                                              | <input type="checkbox"/>            | Restricted postural change – prolonged standing                                                                                                            |
| <input type="checkbox"/>            | Night work                                                                                                                   | <input type="checkbox"/>            | Regular/repetitive bending/ squatting/ kneeling/crouching                                                                                                  |
| <input type="checkbox"/>            | Rotating shift work                                                                                                          | <input type="checkbox"/>            | Manual cleaning/ domestic duties                                                                                                                           |
| <input type="checkbox"/>            | Working on/ or near a road                                                                                                   | <input type="checkbox"/>            | Regular work outdoors                                                                                                                                      |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment)                                                                      | <input type="checkbox"/>            | Work with vulnerable children or vulnerable adults                                                                                                         |
| <input type="checkbox"/>            | Undertaking repetitive tasks                                                                                                 | <input type="checkbox"/>            | Working with challenging behaviours                                                                                                                        |
| <input type="checkbox"/>            | Continual telephone use (call centres)                                                                                       | <input type="checkbox"/>            | Regular work with skin irritants/ allergens                                                                                                                |
| <input type="checkbox"/>            | Work requiring hearing protection (exposure to noise above action levels)                                                    | <input type="checkbox"/>            | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)                                                            |
| <input type="checkbox"/>            | Work requiring respirators or masks                                                                                          | <input type="checkbox"/>            | Work with vibrating tools/ machinery                                                                                                                       |
| <input type="checkbox"/>            | Work involving food handling                                                                                                 | <input type="checkbox"/>            | Work with waste, refuse                                                                                                                                    |
| <input type="checkbox"/>            | Potential exposure to blood or bodily fluids                                                                                 | <input checked="" type="checkbox"/> | Face-to-face contact with members of the public                                                                                                            |
| <input type="checkbox"/>            | Other (please specify):                                                                                                      |                                     |                                                                                                                                                            |

April 2022