

Job Profile

Museum Project Officer

Grade F - JE ID No. HAY 102C

Date created: 12.02.2020

About the Job

- To provide project management support to the Gloucester Museums service, successfully delivery a number of significant change projects.
- This role requires a high level of initiative and a broad museum background to deliver a fast-paced programme of activity to include collections care and storage, fundraising, commercial initiatives and operational developments.

This is what we need you to do...

- Provide comprehensive and proactive project management support to the Gloucester Museums service ensuring coordination of projects and delivery plans across a number of sites.
 - Plan and oversee Museum projects, working with internal and external stakeholders.
 - Oversee staff and volunteers involved in project delivery setting clear objectives and timescales associated.
 - Coordination of contractors and supplier activity, ensuring the timely delivery of goods and services.
 - Support negotiation and procurement of key operational contracts for cleaning, waste, insurances and other supplies and services requirements essential in project delivery.
 - Liaise with the wider City Council team to ensure that essential project facilities are fit for purpose.
 - Generate reports and statistics on project performance including risks and issues.
 - Monitor project budgets, plan financial estimates and resources required.
 - Organise and co-ordinate project steering groups and team meetings.
 - Manage communication to internal and external stakeholders.
 - Explore external funding opportunities to enhance the collection and encourage audience growth and development.
 - Make decisions in response to continually changing customer needs and expectations, including anticipating demands and forward thinking but also solving on the spot problems
 - Demonstrate a commitment to personal and professional development, working with managers to identify any gaps in skills, knowledge and expertise and plan for improvement.
 - Consider the financial implications of any activities affecting the use of council funds, seeking best value for money and identifying or recommending more cost-effective options.
 - Take on any other additional duties as reasonably required within Gloucester City Council
 - Work in a flexible and adaptable way with a 'can-do' attitude that gets things done right the first time.
- Special Conditions**
- Driving license is required to travel to external Museum stores

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Project management and performance monitoring experience in the cultural sector
- Experience of working in museums or the wider cultural sector
- Coordination of a collections relocation project, loan or exhibitions
- Experience of collating management information and writing formal reports
- Experience of budget management and reporting
- Experience of managing contractors or suppliers
- Successful fundraising through bids

Knowledge, Skills and Understanding

- Ability to plan work schedules and maintain effective processes and procedures
- Ability to manage own workload, work unsupervised and complete tasks to agreed deadlines.
- Be creative and problem solve
- Be accountable for delivery of each project
- Excellent organisational and communication skills, both written and verbal
- Good influencer and negotiator, experienced in dealing with stakeholders at all levels
- Capacity and confidence to manage with an inclusive and consultative style
- Knowledge of project controls including risk and issue management
- Proficient in Microsoft software and project management systems
- Understanding of health and safety implications in Museums

Behavioural attributes

- **Efficiency and Value For Money:** Taking ownership of your work you will work flexibly to provide great services to meet personal, organisational and customer expectations.
- **Forward thinking with Innovation:** Being creative and using your initiative you actively seek to improve services and processes.
- **Making Residents Lives Better:** Delivering good customer services by listening and raising awareness of what we do.
- **Passionate about the City:** Being loyal to Gloucester you take pride in the quality of your work and understand how it improves the reputation and quality of our city.
- **Working Together to make it Happen:** As a team worker you communicate effectively and pursue a 'can-do' attitude in being flexible to deliver quality services.

Expected to perform at level 2 of Gloucester City Council's Employee Behaviours Framework

Education & Qualifications

Desirable

- A recognised project management qualification
- Educated to degree level or equivalent in related subject

