

## Job Details

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| Job Title:       | <b>COLLECTIONS OFFICER</b>           |
| Post Number:     | POST000404                           |
| Directorate:     | Environmental and Community Services |
| Section:         | Communications and Culture           |
| Post Grade:      | Tier 5, Grade: E                     |
| Responsible to:  | Culture and Heritage Team Leader     |
| Responsible for: | Casual Staff and Volunteers          |

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## Job Purpose

- To ensure the presentation of the councils' museum, heritage collection and exhibitions are of the highest standard including the curation, conservation, and documentation of the collection to enable the delivery of a cultural experience that improves visitor wellbeing, knowledge and understanding.
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## Main Responsibilities

- To ensure the presentation of the heritage collection and museum is of a high standard to provide a fulfilling experience for visitors.
- To ensure there is effective delivery of the council's Heritage Action Plan and engagement with the Accreditation Business Plan.
- To seek relevant grant funded opportunities across the sector to develop and promote the Service including museums and the council's heritage collection.
- To support the delivery of cultural and heritage development projects that enable service improvements and improved customer experiences.
- Work with partners, businesses, and the local community to create new exhibitions that provide visitors with information in a way that is easy to access and understand.

- Shared key holder responsibility including opening and closing Dalby House to the public on rotation and alarm procedures to ensure the security of the building.
  - Develop visits and outreach projects as part of the council's cultural and heritage education programme so that a new generation can gain an appreciation of local history.
  - Ensure documentation, records, and condition of the council collection to maintain the freshness and originality of the content.
  - To deliver an effective rationalisation plan for the council's heritage collection ensuring that it aligns with relevant legislation and policies.
  - Supervise casual staff and volunteers to ensure they provide a high-quality service to the public.
  - To deliver the framework of volunteer development in line with the council's Volunteer Policy so they can safeguard exhibits and the council's heritage collection.
  - To coordinate and when appropriate deliver tours, advice, and information to visitors.
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### **Decision making**

- To make informed and insight led decisions on exhibitions and conservation methods.
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### **Financial Responsibilities**

- Responsible for ensuring externally grant funded project budgets are utilised.
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### **Key Contacts / Relationships**

- Erewash Museum Volunteers
  - MD Midlands
  - Friends of Erewash Museum
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## **STANDARD CLAUSES**

### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and

Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

### **Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

### **Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

## **Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

### **Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:** Wellbeing and Culture Service Manager

**Date:** March 2026

**Version:** 1.0

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### **Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

# PERSON SPECIFICATION

**Job Title:** COLLECTIONS OFFICER

**Post Number:** POST000404

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## EXPERIENCE

### Essential Criteria

- Experience of working in a museum environment. A / I
- Experience of collections management, conservation, and museum documentation. A / I
- Experience of the development and delivery of exhibitions. A / I
- Experience of working in collaboration as part of a team to achieve shared goals. A / I

### Desirable Criteria

- Experience of working within a local authority managed museum. A
  - Experience of the Museum Accreditation process. A / I
  - Line management / supervisory experience. A / I
  - Experience of applying for grant funding. A / I
  - Experience of delivering educational programmes. A / I
  - Experience of working with Trusts/Charities such as Friends' organisations. A / I
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## QUALIFICATIONS

### Essential Criteria

- A degree or equivalent ideally in a relevant discipline – history/archaeology or equivalent experience. A / D

### Desirable Criteria

- Post Graduate qualification from accredited Museum Studies course. A / D
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## SKILLS & KNOWLEDGE

### Essential Criteria

- Sound knowledge of SPECTRUM standards for collections care, management and conservation relating to local history, fine art and ephemera. A / I / T
- Knowledge of collections documentation procedures including computer based systems such as MODES. A / I / T
- Ability to supervise volunteers to deliver a quality service. A / I
- Awareness of equality and diversity issues. A / I
- Ability to communicate effectively including through written reports with colleagues, management and members of the public. A / I / T

## **Desirable Criteria**

- Knowledge of heritage policy and infrastructure on a local, regional, and national basis. A / I
  - Interest in local/social history. A / I
  - Working knowledge of a broad range of IT applications. A
  - Awareness of resource development opportunities for the heritage sector. A / I
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## **OTHER REQUIREMENTS**

### **Essential Criteria**

- Willingness and ability to undertake evening and weekend work including working Saturdays on a rotation. A / I
- Flexible approach to working including using your own initiative and working as part of a team. A / I

### **Desirable Criteria**

- Must be prepared to travel around the borough – full driving licence and access to a car. A / I
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## **ASSESSMENT KEY:**

A Application | I Interview | T Test | D Documentation

**Version: 2.0 – March 2026**