

UTTLESFORD DISTRICT COUNCIL

JOB PROFILE

Designation: Natural Sciences Officer

Post Number: GMM001

Directorate: Corporate Services

Section: Museum

Reporting to: Curator, Saffron Walden Museum

Located: Saffron
Walden Museum

The postholder will also be required to work at the Museum store, Shirehill, Saffron Walden and at other sites around the district from time to time.

Responsible for: N/A

OVERALL PURPOSE OF JOB

(summary in no more than two or three sentences)

- 1 Responsibility for the management and interpretation of all the natural sciences collections under the general direction of the Curator.

JOB PROFILE

Key responsibilities

- 1 To be responsible for the collections of biology and geology, their interpretation and display.
- 2 To acquire, catalogue and document these collections in accordance with the Collections Management Policy & Plan.
- 3 To maintain suitable storage and security of these collections, in consultation with relevant members of staff.
- 4 To develop a programme of special exhibitions involving natural sciences, in consultation with relevant staff members.
- 5 To maintain a museum database of biological records for North West Essex and to liaise with other record centres and relevant bodies.
- 6 To liaise with and give advice on ecological and wildlife matters to the Planning Department and other bodies, if requested.
- 7 *To be responsible for the Protected Roadside Verge Scheme in Uttlesford in liaison with other verge representatives (Essex Highways, Essex County Council, Essex Wildlife Trust).*
- 8 To answer enquiries related to natural sciences, verbally and through written communication.

- 9 To extend and support the provision of educational resources for the natural sciences to schools, other groups and visitors in liaison with the Learning & Outreach Officer.
- 10 To advise the Curator on all matters relating to natural sciences.
11. To assist in the day to day running of the Museum. As a keyholder for the Museum buildings, to participate in unlocking and closing the Museum and in the Saturday rota (working normally one Saturday in four for time off in lieu), and to respond to out-of-hours alarm call-outs when required.

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for the shortlisting of applications. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

- a) Good general knowledge of natural history and geology as a sound framework for managing, researching and interpreting the natural science collections.
- b) Working knowledge of databases and information management in a museum context, and in relation to the ACE Accreditation standard.

2 Skills

- a) Ability to communicate effectively, verbally and in writing, with colleagues and museum visitors, and visually through arrangement of displays.
- b) Highly-organised and motivated, capable of researching wide-ranging collections, and dealing with project deadlines and conflicting demands
- c) Methodical and consistent in application of procedures and terminology
- d) Able to work courteously and effectively with the public and as part of a small team of staff and volunteers

3 Experience

- a) Previous experience of working in a museum or similar institution with collections.
- b) Experience of using databases in a museum or ecological context (essential), and of collections management software especially Modes Complete (desirable)
- c) Experience of producing displays and exhibitions on natural science themes (desirable).
- d) Working with, supervising and motivating volunteers.

4 Qualifications/Training

- a) A relevant degree in a natural sciences discipline (essential)
- b) A postgraduate qualification in Museum Studies or natural sciences (desirable)

5 Circumstances

- a) Current, clean driving license
- b) Car insured for business use (casual user)
- c) Flexibility to accommodate some evening and weekend work for TOIL
- d) Able to attend out-of-hours alarm call-outs occasionally if required (always two staff attend together)

Non Line Manager Core Accountabilities

- Understand the needs of your customers and deliver the best possible outcomes through exemplary behaviour in accordance with UDC's Values and Behaviours
- Work flexibly and collaboratively across structural boundaries in support of key outcomes
- To contribute to development or organisational capability by taking ownership of your own training and development, including identifying and taking part in training and development activity and responding to feedback on performance
- Take responsibility for identifying and actioning areas of risk including Health and Safety and Business Continuity

Safeguarding

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Role Requirement: This role requires a DBS (CRB) check

All staff will have to undertake a "Basic Disclosure" for access to our systems, together with an on-line course on ICT Security.

Pre-employment Checks appropriate to this Job Profile

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

Essential User: Does not qualify as an Essential User

Effective date *Enter date here / Date last reviewed: * Enter date here

Please sign this job description below when you are satisfied with its contents

Postholder's name (please print)	Postholder's signature	Line manager/ supervisor	Assistant Director	Director
Date	Date	Date	Date	Date

UDC – VALUES AND BEHAVIOURS

VALUE: ACHIEVING HIGH PERFORMANCE	
REQUIRED BEHAVIOURS	
ENTHUSIASTIC	<ul style="list-style-type: none"> Creates and maintains a positive work ethic while striving to get the job done Shows pride in what they do
SUPPORTIVE	<ul style="list-style-type: none"> Identifies where changes are needed and helps make them happen Learns from experience/mistakes
PROBLEM SOLVING	<ul style="list-style-type: none"> Adopts a proactive and positive approach to solving problems Produces innovative ideas, thinks 'outside of the box'
FLEXIBLE	<ul style="list-style-type: none"> Promotes and embraces change, is open to new ways of working
VALUE: RESPONDING TO CUSTOMER NEEDS	
REQUIRED BEHAVIOURS	
CUSTOMER FOCUSED	<ul style="list-style-type: none"> Open and honest in communication with internal and external customers; shows courtesy and respect Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements Conducts themselves in a professional manner, promoting the council's reputation
RESPONSIVE	<ul style="list-style-type: none"> Understands and responds to customer needs Actively seeks feedback to improve customer service Proactively works to progress new ways of working to improve customer service
VALUE: WORKING TOGETHER	
REQUIRED BEHAVIOURS	
VALUING OTHERS	<ul style="list-style-type: none"> Treats everyone fairly, with respect and dignity, responding sensitively to individuals Shows respect for the values, experience, contribution or work of others
TEAM WORKING	<ul style="list-style-type: none"> Develops team working in service area and across the council and strives to maintain a high level of motivation Works across service areas to attain common goals Encourages others to input ideas and opinions and responds to good suggestions
OPEN/HONEST	<ul style="list-style-type: none"> Open and honest in communication, seeking and giving regular feedback
DEVELOPING OTHERS	<ul style="list-style-type: none"> Shares job knowledge and skill willingly with other employees to help them or assist in their development
RECOGNISING SUCCESS	<ul style="list-style-type: none"> Acknowledges success/achievements of others in the organisation

EQUIPMENT INVENTORY

Please list below the equipment which is required to carry out this job

Job Profile:	Natural Sciences Officer
Directorate:	Corporate Services
Division:	Museum Service

List of Equipment

tick if required

Standard Mobile Phone OR Smart phone:

Laptop: set up for use with wi-fi at Museum and Shirehill Store

Lone Working Security Pass/Device:

Procurement Card:

Fuel Card:

CIS Fob (Benefits)

Uniform:

BAA Airside Pass:

Keys:

Please give details: Museum and Shirehill store keys will be provided with instructions and training on key and alarm procedures from Museum staff.

Protective Clothing:

Please give details: Yellow hi-vis jacket required for verge surveys and red Fire Marshall jacket required for Museum, Shirehill Depot (store) and Roadside Verges fieldwork (or any other site visits which may arise)

PPE for handling collections provided by the Museum (gloves, dust masks)

Tools:

Please give details: _____