

<b>SUBJECT:</b>	<b>FUTURE MONMOUTHSHIRE/MONMOUTHSHIRE MUSEUMS: CENTRALISATION OF STAFFING STRUCTURE</b>
<b>MEETING:</b>	<b>INDIVIDUAL MEMBER</b>
<b>DATE:</b>	<b>8<sup>th</sup> MARCH 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**NON-PUBLICATION:** (Insert appropriate non publication paragraph if necessary)

**1. PURPOSE:**

- 1.1 To request approval to implement the realignment of two senior posts within the Monmouthshire Museums Service further to the approval of the 2017-2022 Transition and Forward Plans on the [7th December 2016](#).

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet:  
Approves the implementation of a new centralised senior team structure (detailed in Appendix Two) and the Job Descriptions (Appendix Three).

**3. KEY ISSUES:**

- 3.1 Following a comprehensive review of Cultural Services, a programme of transition work is being undertaken with Monmouthshire Museums prior to their full consideration for transfer into the proposed Alternative Delivery Model (ADM) for the wider Tourism, Leisure and Culture Services portfolio. To enable the transition programme to be delivered, the 2017-2022 Forward Plan was approved by Cabinet in December 2016, which included a recommendation to centralise the staffing structure.

**4. REASONS**

- 4.1 Key findings of the review determined that the **status quo was not acceptable** and recommended a strategy that reduced duplication in staffing roles and responsibilities; lowered staff costs; reduced expenditure on buildings and assets and realistically increased income. The review concluded that the Monmouthshire Museums service is currently over stretched and far too fragmented to be effective, there is little sharing of resource and expertise, with the Service functioning as three independent entities with a current staff structure that is muddled and unbalanced, with two service managers and no overarching service lead. Amongst the key recommendations for change included the need for a centralised staffing structure to address the issue of uncoordinated decision making, to enable a centralised museum offer with coordinated budgets and income generation opportunities, and an effective leadership function to enable wider sharing of resources and expertise and to provide the capacity to take forward the 2017-2022 Forward Plan.
- 4.2 Appendix Two details the proposed changes to the staffing structure which will result in changes to two posts. The roles of Deputy Museums Officer/Curator of Chepstow Museum and Curator of Abergavenny Museum and Castle will be deleted and replaced with a 'Monmouthshire Museums

Manager’ and a ‘Monmouthshire Museums Curator’ as detailed in the Job Descriptions in Appendix Three. The two new roles have been evaluated and the overall cost to the service will remain unchanged. Informal consultation has taken place and following approval, the current two postholders will be put at risk and the current post holders encouraged to reapply for the two new posts therefore no redundancy costs are anticipated.

**5. RESOURCE IMPLICATIONS:**

5.1 There are no additional costs associated with this realignment.

**6. CONSULTEES**

Senior Leadership Team  
Economy and Development Select Committee  
Cabinet

**7. BACKGROUND PAPERS**

**Appendix One** – Future Generations Evaluation (summarised below)

**Appendix Two** – Current and Revised Staffing structures

**Appendix Three** – Job Descriptions

**8. FUTURE GENERATIONS IMPLICATIONS**

The completed Future Generations Evaluation can be found in Appendix One below. In summary the 2017-2022 Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature, continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**9. AUTHOR:** Cath Fallon – Head of Economy and Innovation

**10. CONTACT DETAILS:**

**E-mail:** [Cathfallon@monmouthshire.gov.uk](mailto:Cathfallon@monmouthshire.gov.uk)

**Tel:** 01633 748316/ 07557 190969

## Future Generations Evaluation (includes Equalities and Sustainability Impact)

<b>APPENDIX ONE</b>	<b>MONMOUTHSHIRE MUSEUMS: TRANSITION AND FORWARD PLANS</b>
<b>Name of the Officer</b> Cath Fallon <b>Phone no:</b> 07557 190969 <b>E-mail:</b> <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a>	
<b>Name of Service:</b> Enterprise including Tourism, Leisure, Culture and Youth	<b>Date:</b> Future Generations Evaluation 17 <sup>th</sup> February 2017






***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.***

### 1. Does your proposal deliver any of the well-being goals below?

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	To ensure much valued local services are maintained and by their nature provide employment, growth and an increasingly skilled workforce.	<ul style="list-style-type: none"> <li>• Keeping services open but with more community focus and coordination – helping knit communities together.</li> <li>• Positive engagement and coordination with community focused services.</li> <li>• Income generation and investment in key aspects of the business will ensure the culture and business thrives.</li> </ul>
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Close working with countryside and planning and ensuring our green spaces and cultural heritage is supported.	The service will seek to develop partnerships to access new forms of funding to secure partnership action.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive impact by ensuring quality services are provided by offering events and opportunities to encourage a fit and healthy lifestyle through cultural access.</p> <p>The new offer will ensure that events and activities are also well signposted and the benefits of such activities demonstrated.</p>	<p>Working with key partners through PSB will ensure that physical and mental health through activity is widely available and that the service is central to this by working directly with its communities.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The service will seek to improve community engagement and connection with local priorities leading to service improvements.</p>	<p>To ensure the service focuses on encouraging community cohesion as one of its and social drivers.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The service will work to ensure high standards are met and maintained that do not conflict with the global drivers.</p>	<p>Any decisions taken will take into account global and well-being issues as part of its day to day processes.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Monmouthshire Museums contributes greatly to the local culture, heritage and art including the promotion and protection of the Welsh language which will remain part of the core values going forward.</p>	<p>One of the key drivers of the services is the promotion of culture and art and its Forward Plan reflects that.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>Monmouthshire Museums provides services for all age ranges and delivers a comprehensive package for all of its communities.</p>	<p>With the ability to better market and understand data there will be opportunities to target areas of the community that may not currently be aware of the offer.</p>

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Forward Plan provides a framework which will guide the future delivery of the service, balancing short term needs with longer term aspirations.</p>	<p>The reducing budgets and savings will lead to some service areas reducing core hours of operation. There has been a concerted effort to assist by mobilising volunteers, making efficiencies and generating income.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The services have some key partners from funding, grants and delivery of service. As the Forward Plan unfolds all major stakeholders and partners will be involved.</p>	<p>The transition phase of the service will include an engagement programme.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The transition phase the Forward Plan will include an engagement programme.</p>	<p>The engagement process will be constantly reviewed and evaluated to ensure the views of all those who have an interest are taken into account.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Forward Plan has been developed with the site teams and managers. In the plans there are opportunities for growth and investment.</p> <p>If this is not done the services will be managing decline and income targets will not be maintained causing a downward spiral.</p>	<p>The Forward Plan includes the development of a new staffing structure and investigates how best to staff to maximize business opportunities and service delivery.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The opportunity to develop a new way of delivering the service and sustaining its long term future should give the opportunity to better connect wellbeing outcomes to other partners and bodies. The service contributes to the wellbeing goals and staff are to demonstrate and understand their input into the wellbeing goals whilst also considering the impact.</p>	<p>One of the key drivers of the offer is the promotion of culture and art and its revised staffing structure and key developments will reflect that.</p>

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.	n/a	n/a
Disability	What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.	n/a	n/a
Gender reassignment	Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.	n/a	n/a
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance	n/a	n/a
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, goods and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>	n/a	n/a

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy &amp; Traveller, migrant communities and recording of racist incidents etc.</i>	n/a	n/a
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>	n/a	n/a
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>	n/a	n/a
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>	n/a	n/a
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc. and also the requirement to promote the language.</i>	n/a	n/a

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	n/a	n/a
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>	n/a	n/a

5. What evidence and data has informed the development of your proposal?

This report is founded upon the following:

- Amion report regarding the Future Options for MCC's Cultural Services;
- The Medium Term Financial Plan;
- The 2017-2022 Forward Plan for Monmouthshire Museums

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.



**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Agreement of the key recommendations as detailed in the Amion report.	December 2016	Cath Fallon	
Approval of the Five Year Forward Plan	December 2016	Cath Fallon	
Submission of the centralised staff restructure	March 2017	Cath Fallon	
Submission of individual business cases to deliver the Forward Plan as appropriate	2017-2022	Cath Fallon	

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

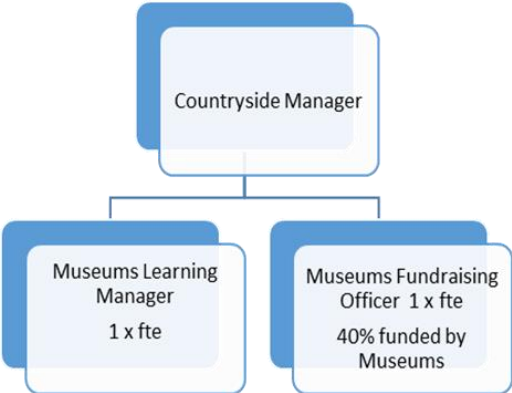
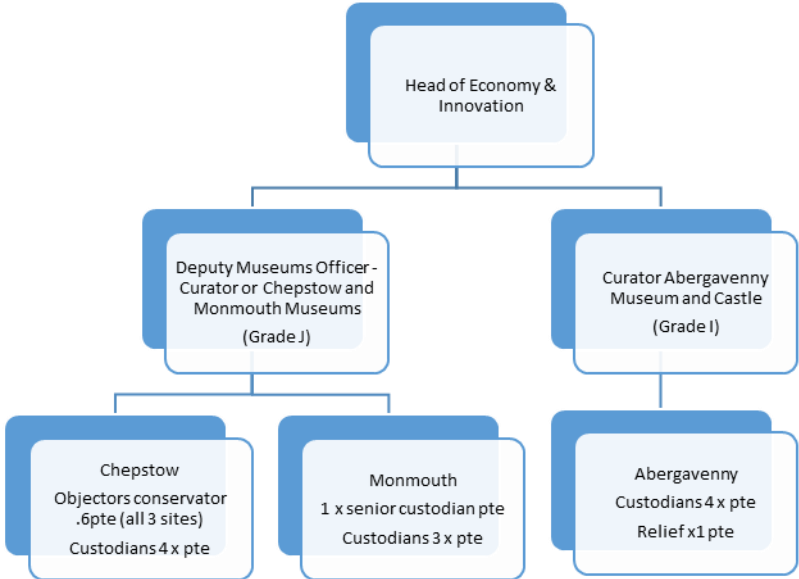
The impacts of this proposal will be evaluated on:	On going
--	----------

**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

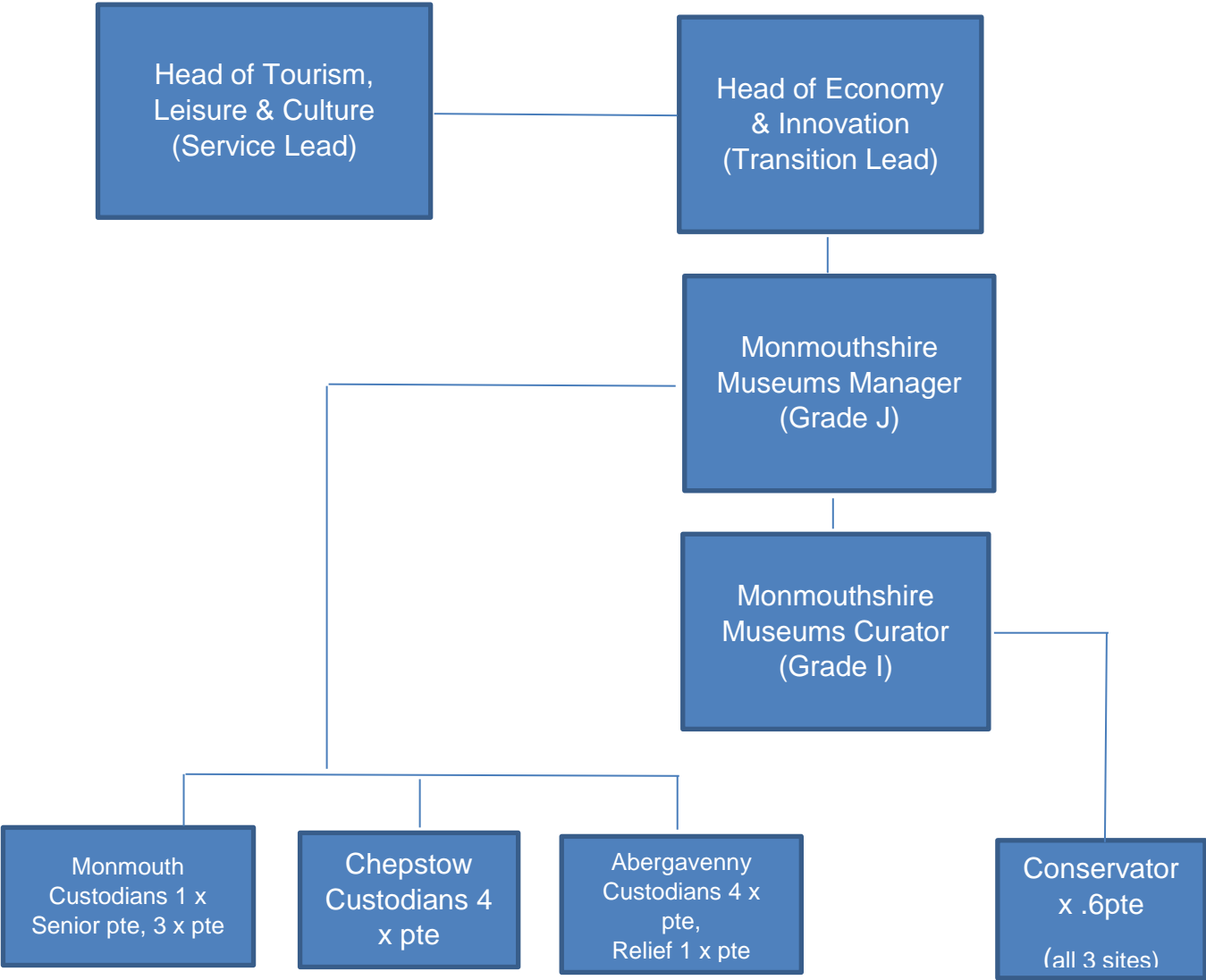
Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Approval of the Amion report and associated Five Year Forward Plan	December 2016	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>
2.	Submission of the staff restructuring plan	March 2017	

The Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**Appendix Two**  
**MCC Museums Service**  
**Current Structure**



**Monmouthshire Museums**  
**Revised Structure**



## ROLE PROFILE

**ROLE TITLE:** Monmouthshire Museums Manager

**POST ID:** TBC

**GRADE:** BAND J SCP 41-45 £35,662 - £39,267

**HOURS:** 37 per Week

**LOCATION:** To be determined by the location of the new Collections Centre which is likely to be in Monmouth but this may change Relocation or disturbance expenses will not be paid if this happens.

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable but not essential.

### **PURPOSE OF POST:-**

**This role has a dual purpose:**

- To provide management and vision for Monmouthshire Museums;
- To be responsible for the delivery, development and fundraising for Monmouthshire Museums to ensure its future success.

**Should you require any further information regarding this post, please contact: Cath Fallon, Head of Economy and Innovation Tel: 01633 748316**

**Closing Date: ????? 2017**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

**ROLE TITLE:** Monmouthshire Museums Manager

**POST ID:** TBC

**GRADE:** BAND J SCP 41-45 £35-662 - £39,267

**HOURS:** 37 per Week

**LOCATION:** To be determined by location of the new Collections Centre which is likely to be Monmouth but may change in the future. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Head of Economy and Innovation and reporting to Head of Tourism, Leisure and Culture

### **WELSH LANGUAGE ASSESSMENT:**

(c) Welsh language skills are desirable but not essential

Innovation and Economy .....**Who are we?**

### **Our Purpose:-**

The Innovation and Enterprise Department has recently been created to recognise the growing need and appetite for a new kind of economic growth within the Council and the wider South East Wales region. With a clear agenda to grow the economy by increasing business and employment opportunities, the Department champions innovation and entrepreneurship throughout the Council and the County in order to create the conditions for increased productivity, designing new operating models which can solve some of our biggest problems and issues. As part of these activities the Department is currently exploring the potential of a new Alternative Delivery Model (ADM) for Tourism, Leisure and Culture.

Following a full service review, Monmouthshire Museums is about to enter into an exciting new phase of its history before its potential transition into the new ADM. Monmouthshire Museums is to become a centralised, cohesive and stream lined service to enable the capacity needed to take forward its recently approved 2017-2022 Forward Plan which will include proposals for a Collections Centre/Centralised Store with new research and digitisation facilities in Monmouth (tbc); a rationalisation exercise of the County's Museum Collection; a new outdoor events space at Abergavenny Castle and enhanced exhibition spaces in Chepstow and Caldicot.

### **The Purpose of this Role:-**

**This role has a dual purpose:**

- **To provide management and vision for Monmouthshire Museums;**
- **To be responsible for the delivery, development and fundraising for Monmouthshire Museums to ensure its future success.**

**Expectation and Outcomes of this Role:-**

**The activities associated with this role will ensure that the Council has:**

- A consolidated and coordinated Museum offer that is future ready;

- A county wide coordinated events and exhibition programme with additional income generation potential;
- A promotional digital heritage platform with community learning and education outreach potential;
- A rationalised county collection with re-purposed and digitised assets, accessible to all.

**Your responsibilities are to:**

- Manage, develop and enhance Monmouthshire Museums, providing strategic direction, sound leadership and management to the team and volunteers to ensure that it reaches its full potential;
- Work closely with the Monmouthshire Museums Curator to ensure delivery of the coordinated events and exhibitions programme and the rationalised county collection;
- Deliver the current 2017-2022 Forward Plan whilst considering opportunities for future development post 2022;
- Develop and implement a robust measurement framework for the overall plan to ensure the team has a clear definition of what success looks like;
- Constantly monitor the Forward plan and identify risks and solutions to delivery e.g. policy, capacity, resources and make recommendations for change;
- Gather and compile information for monitoring and compliance purpose with regards to standards and performance e.g. accreditation, and performance indicators for the museum accreditation process.
- Evaluate the effectiveness of resources and systems, offering feedback to the Head of Economy and Innovation and Head of Tourism, Leisure and Culture;
- Produce a clear engagement strategy for the Forward Plan to enable delivery with the wider organisation, partners and public;
- Provide stringent management of the service budget keeping a keen eye on income generation and fund raising opportunities whilst ensuing procurement procedures are followed;
- Commission work where required with external suppliers and consultants; build positive relationships; negotiate costs and control expenditure to ensure appropriate and cost effective solutions are introduced;
- Work with the wider Council fund raising team, leading and managing a programme of strategic funding applications and fund raising activities;
- Develop the generation of income from visitors, grant-aids, sponsorship and appropriate commercial activity Fundraising ;
- Source and procure the retail offer for the museums, supporting the development of trading activity and enhancing income generating potential;
- Promote the care and development of the museum buildings and gardens (where applicable) as publicly accessible museum and tourist attractions, identifying maintenance issues and ensuring maintenance is planned, supervised and monitored;
- Act as a Key holder for the museum premises, responding to alarm calls as necessary;
- Ensure that the Council's responsibilities under Health and Safety legislation are addressed in respect of employees and visitors to the Museums, including fire safety and emergency procedures;
- Solve problems in a measured and creative way, be capable of independently assessing a wide variety of tasks, and be proactive in relation to identifying and undertaking activities that are of benefit to Monmouthshire Museums. You will be able to balance long and short term objectives, and understand their value whilst being responsible for your own decisions, whilst working with others to identify, manage and mitigate any associated risks;
- Offer strategic support to the marketing and communication activities including the procurement and development of a digital heritage platform;

- Identify opportunities for increasing public awareness of Monmouthshire Museums, developing marketing campaigns, handling traditional and social media enquiries and responding to broadcast and printed features relating to service locations and local history.

**Here's what we can provide you with in order to achieve your outcomes:-**

- Full support of the Tourism, Leisure and Culture network as a valued colleague;
- Supportive and flexible line management from the Head of Economy and Innovation;
- A pleasant working environment with an ability and freedom to work on an agile basis; and
- Use of a pool car as required.

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- You are educated to degree level in an appropriate discipline i.e. must be an Associate of the Museums Association or possess an equivalent level of qualification in museum work;
- Substantial programme and project management experience;
- Experience of effectively leading, motivating and enthusing staff, including volunteers, to achieve a common goal;
- Experience of managing successful events and activities, including originating and staging temporary exhibitions;
- Experience of museums' collections-based work to include collection documentation and responsibility for care of collections; interpretation of exhibits to the public and collecting in the field of local / social history material;
- Awareness of current practices and standards relating to the security of people, premises, museum collections, stock and equipment;
- Excellent communication skills with the ability to effectively convey complex information at all levels both verbally and in writing;
- An ability to influence, negotiate and constructively challenge to achieve productive solutions;
- Proven experience in using technology to improve business outcomes;
- Experience of managing, anticipating, processing and monitoring expenditure against designated cost centres;
- A positive attitude and 'can do' mind-set;
- You are focussed on delivery and have an ability to work independently but also to work in a team, galvanising people to develop and deliver shared purpose and common aims;
- An ability to establish positive working relationships with representatives from external agencies and/or organisations;
- An ability to set priorities, manage progress and work within competing deadlines;
- A strong feel for what Monmouthshire County, Monmouthshire County Council is all about;
- Courage. Working in a permissive environment is liberating and fun – but it requires confidence, belief and an aptitude to get on and work with others to make things happen;
- A strong sense of purpose and ability to mobilise all those who share our purpose to deliver great things.

**Should you require any further information regarding this post, please contact: Cath Fallon, Head of Economy and Innovation Tel: (01633) 748316**

**Closing Date:        ??????**



## ROLE PROFILE

<b>ROLE TITLE:</b>	<b>Monmouthshire Museums Curator</b>
<b>POST ID:</b>	<b>TBC</b>
<b>GRADE:</b>	<b>BAND I SCP 37-41 £31,846 - £35,662</b>
<b>HOURS:</b>	<b>37 per Week</b>
<b>LOCATION:</b>	To be determined by location of the new Collections Centre which is likely to be Monmouth but may change in the future. Relocation or disturbance expenses will not be paid if this happens.

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable but not essential.

### **PURPOSE OF POST:-**

**To:**

- Manage, conserve, document, research and interpret the Monmouthshire Museum collections, providing objects for exhibitions as needed;
- Promote the museums sites and collections as museum and visitor attractions;
- Collaborate with the Monmouthshire Museums Manager to develop Monmouthshire Museums to ensure its future success.

**Should you require any further information regarding this post, please contact:  
Cath Fallon, Head of Economy and Innovation Tel: 01633 748316**

**Closing Date: ????? 2017**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-  
People Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

**ROLE TITLE:** Monmouthshire Museums Curator

**POST ID:** TBC

**GRADE:** BAND I SCP 37-41 £31,846 – 35,662

**HOURS:** 37 per Week

**LOCATION:** To be determined by location of the new Collections Centre which is likely to be Monmouth but may change in the future. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Monmouthshire Museums Manager

**WELSH LANGUAGE ASSESSMENT:**

(c) Welsh language skills are desirable but not essential

Innovation and Economy .....**Who are we?**

**Our Purpose:-**

The Innovation and Enterprise Department has recently been created to recognise the growing need and appetite for a new kind of economic growth within the Council and the wider South East Wales region. With a clear agenda to grow the economy by increasing business and employment opportunities, the Department champions innovation and entrepreneurship throughout the Council and the County in order to create the conditions for increased productivity, designing new operating models which can solve some of our biggest problems and issues. As part of these activities the Department is currently exploring the potential of a new Alternative Delivery Model (ADM) for Tourism, Leisure and Culture.

Following a full service review, Monmouthshire Museums is about to enter into an exciting new phase of its history before its potential transition into the new ADM. Monmouthshire Museums is to become a centralised, cohesive and stream lined service to enable the capacity needed to take forward its recently approved 2017-2022 Forward Plan which will includes proposals for a Collections Centre/Centralised Store with new research and digitisation facilities in Monmouth (tbc); rationalisation of the County's Museum Collection; a new outdoor events space at Abergavenny Castle and enhanced exhibition spaces in Chepstow and Caldicot.

**The Purpose of this Role:-****To:**

- **Manage, conserve, document, research and interpret the Monmouthshire Museum collections, providing objects for exhibitions as needed;**
- **Promote the museums sites and collections as museum and visitor attractions;**
- **Collaborate with the Monmouthshire Museums Manager to develop Monmouthshire Museums to ensure its future success.**

**Expectation and Outcomes of this Role:-****The activities associated with this role will ensure that the Council has:**

- A consolidated and coordinated Museum offer that is future ready;
- A county wide, coordinated events and exhibition programme with additional income generation potential;
- A rationalised county collection with re-purposed and digitised assets, accessible to all.

**Your responsibilities are to:**

- Rationalise and manage the Monmouthshire collection and oversee the development of exhibitions, sourcing additional funding streams where possible;
- Source funding for the digitisation, care and use of the Monmouthshire collection;
- Identify opportunities for increasing public awareness of the Monmouthshire collection and exhibitions, developing marketing campaigns in coordination with the Monmouthshire Museums Manager, handling media enquiries and responding to broadcast and printed features including the use of social media;
- Monitor electronic auction search facility for the museum sites; up-dating search control data; organising the acquisition of items; bidding at auctions on behalf of Monmouthshire Museums and seeking grant aid funding as appropriate.
- Devise, develop and organise event programmes and exhibitions to include the sourcing of appropriate objects, to enhance the cultural and recreational functions of the museums with a view to generating additional income, sourcing additional funding streams where possible;
- Oversee the Council's Collection Management Policy (including Acquisitions & disposals);
- Develop and exploit the potential of the collections and the sites as an educational resource for people of all ages aligning with the wider Tourism, Leisure and Cultural Services priorities where possible;
- Commission work where required with external suppliers and consultants; build positive relationships; negotiate costs and control expenditure to ensure appropriate and cost effective solutions are introduced;
- Assist in delivering of the Forward Plan whilst considering opportunities for future development;

- Ensure the Forward Plan has a clear engagement strategy with the wider organisation, partners and public; offering strategic support to the marketing and communication activities including the digital heritage platform;
- Provide direction and sound leadership to a small team to include conservator;
- Solve problems in a measured and creative way, be capable of independently assessing a wide variety of tasks, and be proactive in relation to identifying and undertaking activities that are of benefit to Monmouthshire Museums. You will be able to balance long and short term objectives, and understand their value whilst being responsible for your own decisions, whilst working with others to identify, manage and mitigate any associated risks;
- Evaluate the effectiveness of resources and systems, offering feedback to the Head of Economy and Innovation and Head of Tourism, Leisure and Culture;
- Act as a Key holder for the museum premises, responding to alarm calls as necessary.

**Here's what we can provide you with in order to achieve your outcomes:-**

- Full support of the Tourism, Leisure and Culture network as a valued colleague;
- Supportive and flexible line management from the Head of Economy and Innovation;
- A pleasant working environment with an ability and freedom to work on an agile basis; and
- Use of a pool car as required.

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- You are educated to degree level in an appropriate discipline i.e. must be an Associate of the Museums Association or possess an equivalent level of qualification in museum work;
- Significant experience of museums' collections-based work to include collection documentation and responsibility for care of collections; interpretation of exhibits to the public and collecting in the field of local / social history material;
- Experience of managing successful events and activities, including originating and staging temporary exhibitions;
- Sound awareness of current practices and standards relating to the security of people, premises, museum collections, stock and equipment;
- Experience of effectively leading, motivating and enthusing staff, including volunteers, to achieve a common goal;
- Excellent communication skills with the ability to effectively convey complex information at all levels both verbally and in writing;
- An ability to influence, negotiate and constructively challenge to achieve productive solutions;
- Proven experience in using technology to improve business outcomes;
- Experience of managing, anticipating, processing and monitoring expenditure against designated cost centres;
- A positive attitude and 'can do' mind-set;
- You are focussed on delivery and have an ability to work independently but also to work in a team, galvanising people to develop and deliver shared purpose and common aims;
- An ability to establish positive working relationships with representatives from external agencies and/or organisations;
- An ability to set priorities, manage progress and work within competing deadlines;
- A strong feel for what Monmouthshire County, Monmouthshire County Council is all about;
- Courage. Working in a permissive environment is liberating and fun – but it requires confidence, belief and an aptitude to get on and work with others to make things happen;
- A strong sense of purpose and ability to mobilise all those how share our purpose to deliver great things.

**Should you require any further information regarding this post, please contact:  
Cath Fallon, Head of Economy and Innovation Tel: (01633) 748316**

**Closing Date:        ??????**