

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y swydd:	Swyddog Amgueddfeydd, Oriolau a Chasgliadau
Rhif Adnabod Gwerthuso Swydd:	2455EN
Gradd:	7
Cyfadrn:	Economi a'r Amgylchedd
Adran:	Adfywio a Chynllunio
Is-adran:	Gwasanaethau Adfywio – Economi Ymwelwyr
Lleoliad:	Amgueddfa'r Tŷ Weindio
Yn atebol i:	Rheolwr Cyffredinol

DIBEN Y SWYDD

Gofalu am gasgliad amgueddfa'r Gwasanaeth Amgueddfeydd a Threftadaeth, ei arddangos a'i dehongli i'r safonau gofynnol ar gyfer statws amgueddfa achrededig a 'Chod Moeseg' Cymdeithas yr Amgueddfeydd.

Ymgysylltu'r gymuned leol â'u hanes, diwylliant a threftadaeth a chynorthwyo ymchwil a 'mynediad i bawb'.

Trefnu arddangosfeydd celf a chrefft a'u hwyluso nhw yn yr oriel.

MEYSYDD CANLYNIADAU ALLWEDDOL

Cynnal arddangosfeydd yr Amgueddfa, a'u datblygu nhw i'r safonau sy'n ofynnol ar gyfer achredu.

Rheoli a chynnal system ddogfennu'r gwasanaeth a chatalog casgliadau MODES i'r safonau sy'n ofynnol ar gyfer achredu.

Rheoli rhaglen cadw ataliol ac adferol y gwasanaeth i'r safonau sy'n ofynnol ar gyfer achredu.

Rheoli storfeydd casgliadau'r amgueddfa a chynnal eu diogelwch i'r safonau sy'n ofynnol ar gyfer achredu.

Cynorthwyo dysgu gydol oes a digwyddiadau a hyrwyddo'r gwasanaeth i gynyddu nifer yr ymwelwyr.

Cynnal cysylltiadau â sefydliadau amgueddfeydd proffesiynol, a'u datblygu nhw i sicrhau bod yr amgueddfa, yr oriel a'r gwasanaeth treftadaeth yn cael eu cynrychioli ar lefel leol, ranbarthol a chenedlaethol.

Cynnal a datblygu cysylltiadau â grwpiau rhanddeiliaid lleol i feithrin ymdeimlad o berchnogaeth y gwasanaeth yn y gymuned.

Rheoli'r casgliad adnoddau hanes lleol i hwyluso ymchwil.

Trefnu rhaglen flynyddol fywiog o arddangosfeydd celf a chrefft yn yr oriel.

Rheoli cyllidebau sydd wedi'u dyrannu.

Cynorthwyo gwaith gwirfoddolwyr yr amgueddfa.

PROFFIL MANWL O'R DASG

Cynorthwyo'r Rheolwr Cyffredinol a'r Swyddog Gweinyddol a Gwasanaethau Ymwelwyr wrth reoli'r Tŷ Weindio o ddydd i ddydd.

Cyfrannu at ddatblygu polisi a gwneud penderfyniadau ar gyfer yr amgueddfa.

Cynnal a chadw y casgliad a gofalu amdano'n unol â gofynion achredu, gweithdrefnau Spectrum a Chod Moeseg Cymdeithas yr Amgueddfeydd.

Rheoli a datblygu arddangosfeydd yr amgueddfa gan ddefnyddio 'Mynediad i Bawb' fel sbardun allweddol gan sicrhau bod gwrthrychau a'u dehongliad yn hygyrch i bob oed a gallu ac yn ymgysylltu trigolion y Fwrdeistref Sirol â'u hanes a'u treftadaeth.

Rheoli a chynnal system ddogfennu'r gwasanaeth a chatalogau casgliadau MODES, gan gysylltu â rhoddwyr, derbyn gwrthrychau yn ffurfiol, creu cofnodion ffotograffig, delio ag ymholiadau a galluogi mynediad at wrthrychau a chofnodion at ddibenion ymchwilio.

Rheoli rhaglen cadw ataliol ac adferol y gwasanaeth ar gyfer gwrthrychau.

Rheoli cadw ataliol y Tŷ Weindio rhestredig gradd 2* a'i injan weindio a pheiriannau cysylltiedig, ar y cyd â'r rheolwr llinell a'r Swyddog Cadwraeth. Sicrhau bod y peirianwyr gwirfoddol yn cadw at safonau cadw gan ddarparu hyfforddiant ac arweiniad pan fo angen ar faterion cadwraeth. Yn gallu gweithredu'r olwyn weindio pan fo angen.

Rheoli storfeydd casgliadau'r amgueddfa a chynnal eu diogelwch, trefn, glendid a rheolaeth amgylcheddol. Cydgysylltu â chontractwyr pan fo angen i ymdrin â gwasanaethu systemau larwm a chyfarpar rheoli amgylcheddol yn y storfeydd ar y cyd â'r Swyddog Gwasanaethau Ymwelwyr a Chyfleusterau.

Cynorthwyo dysgu gydol oes, digwyddiadau a hyrwyddo, gan weithio gyda'r Rheolwr Dysgu a Dehongli a'r Cynorthwydd Dysgu i hyrwyddo'r casgliad, yr amgueddfa a mentrau ymgysylltu ar y safle ac oddi ar y safle.

Cynnal a datblygu cysylltiadau â sefydliadau amgueddfeydd proffesiynol, gan gynrychioli Gwasanaeth Amgueddfeydd a Threftadaeth y Fwrdeistref Sirol yn lleol, yn rhanbarthol ac yn genedlaethol.

Rheoli'r casgliad o adnoddau hanes lleol, sy'n cynnwys llyfrau, mapiau a dogfennau a hwyluso mynediad iddo at ddibenion ymchwilio ar y safle.

Cyfrannu at strategaethau treftadaeth strategol a phenodol ledled y Fwrdeistref Sirol gan gydweithio â'r rheolwr llinell.

Trefnu arddangosfeydd celf a chreffft yn yr oriel, gan gysylltu â grwpiau celf lleol ac artistiaid proffesiynol i osod arddangosfeydd yn ystod y flwyddyn, a felly datblygu cynulleidfaoedd newydd ar gyfer y Tŷ Weindio a chyfrannu at ei gynaliadwyedd a'i apêl.

Rheoli cyllidebau sydd wedi'u dynodi ar gyfer gofalu am gasgliadau.

Gweithredu fel deiliad allwedd, gan agor a chau'r amgueddfa pan fo angen.

Gweithredu fel Rheolwr ar Ddyletswydd pan fo angen, gan sicrhau lles a diogelwch y cyhoedd a'r staff.

Cynorthwyo gweithrediadau blaen y tŷ yn y siop a'r lolfa goffi pan fo angen, er mwyn sicrhau parhad gwasanaeth i gwsmeriaid.

Bydd angen gweithio gyda'r nos, ar y penwythnos ac ar sail rota i ddiwallu anghenion gweithredol.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Rheolwr llinell i ddatblygu'r gwasanaeth er budd trigolion Bwrdeistref Sirol Caerffili ac ymwelwyr â'r ardal.

Bydd perthnasoedd gwaith cynorthwyol a chydweithredol rhwng y tîm bach o staff yn y Tŷ Weindio yn hanfodol i ddarparu gwasanaeth cynhwysol i drigolion ac i lwyddiant y lleoliad.

Cynrychioli'r Gwasanaeth Amgueddfeydd, Oriolau a Threftadaeth yn lleol, yn rhanbarthol ac yn genedlaethol i gyd-fynd â datblygiadau yn y sector amgueddfeydd a threftadaeth a mentrau Llywodraeth Cymru.

Grwpiau rhanddeiliaid hanes lleol ac unigolion i ymchwilio ymhellach, lledaenu gwybodaeth ac ymdeimlad o berchnogaeth.

Swyddogion y cyngor, aelodau etholedig ac aelodau'r cabinet a phwysigion sy'n ymweld yn ôl yr angen, gan hyrwyddo argraff gadarnhaol o'r gwasanaeth a'r Tŷ Weindio.

Gwirfoddolwyr a helpu i greu tîm gweithgar sy'n derbyn llawer o gymorth.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Gwirfoddolwyr (niferoedd amrywiol) pan fyddan nhw'n cyfrannu at waith deiliad y swydd.

Bydd yn ofynnol i chi gynghori, arwain a chynorthwyo aelodau o'r tîm gwirfoddoli – yn arbennig mewn perthynas â'r wybodaeth benodol sydd ei hangen i ofalu am yr olwyn weindio restredig gradd 2*.

Bydd yn ofynnol i chi sicrhau bod gwirfoddolwyr yn dilyn cyfarwyddiadau gofal cadw ac yn delio ag unrhyw fethiant i wneud hynny.

Bydd yn ofynnol i chi gynorthwyo staff a gwirfoddolwyr newydd i ymgyswrtu â'r gwaith a'r safle/casgliadau.

Fel rheolwr ar ddyletswydd, bydd deiliad y swydd yn gyfrifol am staff a gwirfoddolwyr ar y safle gan gynnwys gosod tasgau a materion disgyblu, os oes angen.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb unigol am ofalu am gasgliadau a'u rheoli yn unol â'r safonau proffesiynol gofynnol a darparu dogfennaeth sydd wedi'i rhwymo mewn cyfraith mewn perthynas â rhoddion, derbyn a dad-dderbyn gwrthrychau; cyfrifoldeb unigol am gyfarpar monitro cadw a gofal casgliadau.

Cyfrifoldeb unigol am ddiogelu a rheoli'r storfa gasgliadau.

Rhannu cyfrifoldeb am fonitro cyllidebau perthnasol ar gyfer gofalu am gasgliadau.

Rhannu cyfrifoldeb am galedwedd cyfrifiadurol a pherifferolion.

Rhannu cyfrifoldeb am adnoddau ariannol pan yn Rheolwr ar Ddyletswydd.

Rhannu cyfrifoldeb am adeilad rhestredig gradd 2* gyda'r Gwasanaethau Eiddo a'r rheolwr llinell.

Rhannu cyfrifoldeb am y peiriannau weindio gradd 2* gyda'r adran Eiddo a'r rheolwr llinell.

Rhannu cyfrifoldeb fel deiliad allwedd, gan agor a chau'r Amgueddfa pan fo angen.

Systemau Data

Cyfrifoldeb unigol am system cronfa ddata amgueddfeydd MODES.

Rhannu cyfrifoldeb am y systemau TGCh sy'n cael eu defnyddio i wneud gwaith o ddydd i ddydd.

AMGYLCHEDD GWAITH

Swydd wedi'i lleoli yn yr amgueddfa.

Bydd oriau gwaith yn y storfeydd yn cael eu treulio'n gweithio ar eich pen eich hun yn bennaf, mae ganddo dymereddau is na swyddfa at ddibenion rheoli amgylcheddol. Bydd y tasgau'n cynnwys glanhau gwrthrychau sy'n dod i law ac yn ystod eu storio, a bydd hefyd yn cynnwys codi gwrthrychau a defnyddio cymhorthion codi a chario ar gyfer gwrthrychau sy'n arbennig o drwm.

Gweithio yn Amgueddfa Hanesyddol y Tŷ Weindio yn agos at yr olwyn weindio a pheiriannau cysylltiedig a all fod yn swnlyd, mae tymheredd yr adeilad yn cael ei gadw'n is na'r swyddfeydd. Bydd angen cyfarpar diogelu personol wrth weithio o dan yr olwyn ac o'i hamgylch. Mae asesiadau risg addas ar waith ar gyfer gweithio yn y storfeydd, yn y Tŷ Weindio hanesyddol ac ar y peiriannau.

Efallai y bydd angen gweithio y tu allan i oriau swyddfa arferol wrth weithio gyda grwpiau rhanddeiliaid yn y gymuned.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac oes
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Nac oes
Gwiriad y Rhestr Wahardd:	Nac oes
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Nac oes
Cofrestru:	Nac oes

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DELFRYDOL
CYMWYSTERAU	<p>Cymhwyster Lefel 6 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru. Er enghraifft Astudiaethau Amgueddfa.</p>	<p>Cymhwyster Lefel 7 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru. Er enghraifft, gradd ôl-raddedig mewn Astudiaethau Amgueddfa neu Reoli Treftadaeth.</p> <p>Aelodaeth o Gymdeithas yr Amgueddfeydd neu gorff proffesiynol tebyg.</p>
GWYBODAETH	<p>Gwybodaeth ymarferol am y sector amgueddfeydd a threftadaeth.</p> <p>Dealltwriaeth drylwyr o theori ac ymarfer amgueddfaol.</p> <p>Gwybodaeth ymarferol am ddeddfwriaeth lechyd a Diogelwch.</p> <p>Gwybodaeth ymarferol am MODES ar gyfer Windows neu system gatalogio gyfrifiadurol debyg.</p> <p>Gwybodaeth ymarferol am ofal casgliadau cadwraeth priodol ar gyfer ystod eang o wrthrychau.</p> <p>Gwybodaeth ymarferol o Reoliadau Rheoli Sylweddau Peryglus i lechyd.</p>	<p>Gwybodaeth am hanes mwyngloddio.</p> <p>Gwybodaeth am hanes Bwrdeistref Sirol Caerffili, ei hadnoddau ac asedau hanes, treftadaeth, diwylliant a thwristiaeth.</p>
SGILIAU	<p>Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig.</p> <p>Sgiliau rheoli amser a threfnu rhagorol.</p> <p>Sgiliau rhyngpersonol rhagorol gydag ystod eang o gynulleidfaoedd.</p> <p>Yn benderfynol, yn llawn cymhelliant ac yn gallu gweithio heb oruchwyliaeth.</p> <p>Yn gallu gweithio'n hyblyg, dan bwysau ac yn gallu ail-</p>	<p>Sgiliau Cymraeg.</p>

	HANFODOL	DELFRYDOL
	<p>flaenoriaethu pan fo angen i gwrdd â therfynau amser.</p> <p>Sgiliau TGCh ardderchog.</p> <p>Y gallu i reoli cyllidebau.</p>	
PROFIAD	<p>Profiad o weithio mewn amgueddfa, oriel neu amgylchedd treftadaeth.</p> <p>Profiad ymarferol o reoli a gofalu am gasgliadau i safonau proffesiynol gofynnol.</p> <p>Profiad o reoli cyllidebau.</p> <p>Profiad o weithio mewn partneriaeth gyda rhanddeiliaid lleol, rhanbarthol a chenedlaethol neu gyrrff proffesiynol.</p>	<p>Profiad o weithio gyda gwirfoddolwyr.</p> <p>Profiad o drefnu digwyddiadau ymgysylltu â'r cyhoedd o ran amgueddfeydd a threftadaeth.</p> <p>Profiad o farchnata amgueddfeydd a digwyddiadau.</p> <p>Profiad o osod arddangosfeydd celf a chrefft.</p> <p>Profiad o ymgysylltu â chymunedau lleol a grwpiau diddordebau arbennig a gweithio gyda nhw.</p>
ARALL	<p>Ymrwymiad i ofal cwsmeriaid.</p> <p>Trwydded yrru lawn a mynediad at gerbyd wedi'i yswirio at ddibenion busnes ar gyfer gweithio oddi ar y safle.</p> <p>Y gallu i fynychu cyfarfodydd a digwyddiadau oddi ar y safle yn ôl yr angen.</p> <p>Agwedd hyblyg ac addasadwy at oriau gwaith oherwydd efallai y bydd angen rhai oriau anghymdeithasol.</p> <p>Y gallu i godi a chario gwrthrychau trwm yng nghasgliad yr amgueddfa.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Rhian Kyte	DYDDIAD:	27/04/2021
RHEOLWR:	Lesley Edwards	DYDDIAD:	27/04/2021
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	27/04/2021

ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Museum, Gallery and Collections Officer
Job Evaluation ID:	2455EN
Grade:	7
Directorate:	Economy and Environment
Division:	Regeneration and Planning
Section:	Regeneration Services - Visitor Economy
Location:	Winding House Museum
Responsible to:	General Manager

JOB PURPOSE

Care for, display and interpret the museum collection of the Museum and Heritage Service to the standards required for accredited museum status and the Museum Association's 'Code of Ethics'.

Engage the local community with their history, culture and heritage and support research and 'access for all'.

Programme and facilitate art and craft exhibitions in the gallery.

KEY RESULT AREAS

Maintain and develop the Museum exhibitions to the standards required for accreditation.

Manage and maintain the service's documentation system and MODES collections catalogue to the standards required for accreditation.

Manage the service's preventative and remedial conservation programme to the standards required for accreditation.

Manage the museum collection stores and maintain their security to the standards required for accreditation.

Support lifelong learning and events and the promotion of the service to increase visitor numbers.

Maintain and develop links with professional museum organisations to ensure that the Museum, gallery and heritage service is represented at a local, regional and national level.

Maintain and develop links with local stakeholder groups to foster a sense of ownership of the service in the community.

Manage the local history resources collection to facilitate research.

Curate a vibrant annual programme of art and craft exhibitions in the gallery.

Manage allocated budgets.

Support the work of the museum volunteers.

DETAILED TASK PROFILE

Assist the General Manager and Visitor Services and Administration Officer with the day to day management of the Winding House.

Contribute to policy development and decision making for the museum.

The maintenance and care of the collection in line with accreditation requirements, Spectrum procedures and the Museum Association's Code of Ethics.

Manage and develop the Museum exhibitions with 'Access for All' as a key driver ensuring that objects and their interpretation are accessible to all ages and abilities and engage the residents of the County Borough with their history and heritage.

Manage and maintain the service's documentation system and MODES collections catalogue- liaising with donors, accessioning objects formally, creating photographic records, dealing with enquiries and enabling access to objects and records for research purposes.

Manage the service's preventative and remedial conservation programme for objects.

Manage the preventative conservation of the grade 2* listed Winding House and its winding engine and associated machinery in conjunction with the line manager and the Conservation Officer. Ensure that conservation standards are adhered to by the volunteer engineers providing training and guidance when necessary on conservation matters. Be able to operate the winding wheel when required.

Manage the museum collection stores and maintain their security, order, cleanliness and environmental controls. Liaise with contractors when necessary to deal with servicing alarm systems and environmental control equipment in the stores in conjunction with the Visitor Services and Facilities Officer.

Support lifelong learning, events and promotion - working with the Learning and Interpretation Manager and Learning Assistant to promote the collection, the museum and engagement initiatives on and off site.

Maintain and develop links with professional museum organisations, representing the Museum and Heritage Service of the County Borough locally, regionally and nationally.

Manage the local history resources collection, comprising of books, maps and documents and facilitate access to it for research purposes on site.

Contribute to strategic and specific heritage strategies across the County Borough in collaboration with the line manager.

Programme art and craft exhibitions in the gallery, liaising with local art groups and professional artists to mount exhibitions throughout the year, thereby developing new audiences for the Winding House and contributing to its sustainability and appeal.

Manage allocated budgets for collections care.

Act as a key holder, opening and closing the Museum when required.

Act as Duty Manager when required, ensuring the wellbeing and safety of the public and staff.

Support front of house operations in the shop and coffee lounge when required to ensure continuity of customer service.

Required to work evenings, weekends and on a rota to meet operational needs.

KEY WORKING RELATIONSHIPS

Line manager to develop the service for the benefit of the residents of Caerphilly County Borough and visitors to the area.

Supportive and co-operative working relationships between the small team of staff at the Winding House will be essential to delivering an inclusive service to residents and the success of the venue.

Represent the Museum, Gallery and Heritage Service locally, regionally and nationally to keep pace with developments in the museum and heritage sector and Welsh Government initiatives.

Local history stakeholder groups and individuals to further research, the dissemination of knowledge and a sense of ownership.

Officers of the council, elected members and cabinet members and visiting dignitaries as required- promoting a positive impression of the service and the Winding House.

Volunteers and help create an active and well supported team.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

Volunteers (variable numbers) when they are contributing to the work of the post holder.

Required to advise, guide and support members of the volunteer team- in particular with reference to the specific knowledge required to care for the grade 2* listed winding wheel.

Required to ensure that volunteers are following conservation care instructions and deal with any failure to do so.

Required to assist with work and site/collections familiarisation for new staff and volunteers.

As duty manager the post holder will have responsibility for staff and volunteers on site including task setting and disciplinary matters if they arise.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for collections care and management to required professional standards and the issuing of legally binding documentation in regard to donations, accessioning and de-accessioning objects; solely responsible for conservation monitoring and collections care equipment.

Sole responsibility for the security and management of the collections store.

Shared responsibility for financial monitoring of relevant budgets for collections care.

Shared responsibility for computer hardware and peripherals.

Shared responsibility for financial resources when Duty Manager.

Shared responsibility for grade 2* listed building with Property Services and line manager.

Shared responsibility for the grade 2* winding machinery with Property Division and line manager.

Shared responsibility as a key holder, opening and closing the Museum when required.

Data Systems

Sole responsibility for the MODES museum database system.

Shared responsibility for the ITC systems used to carry out day to day work.

WORKING ENVIRONMENT

Museum based post.

Work hours spent in the stores will mainly be lone working, it has lower temperatures than an office for the purpose of environmental control. Tasks will include cleaning of objects on receipt and whilst in store and will also involve the lifting of objects and the use of manual handling aids for particularly heavy objects.

Work in the historic Winding House Museum in proximity to the winding wheel and associated machinery which can be noisy, the building is kept at a lower temperature than the offices. PPE will be required when working under and around the wheel. Suitable risk assessments are in place for working in the stores and in the historic Winding House and on the machinery.

Work outside normal office hours may be required when working with stakeholder groups in the community.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Relevant Level 6 qualification on the Credit and Qualifications Framework for Wales. For example Museum Studies.</p>	<p>Relevant Level 7 qualification on the Credit and Qualifications Framework for Wales. For example Post graduate degree in museum studies or heritage management.</p> <p>Membership of the Museums Association or similar professional body.</p>
KNOWLEDGE	<p>Working knowledge of the museums and heritage sector.</p> <p>A thorough understanding of museological theory and practice.</p> <p>A working knowledge of Health and Safety legislation.</p> <p>A working knowledge of MODES for Windows or similar computer cataloguing system.</p> <p>A working knowledge of appropriate conservation collection care for a wide range of objects.</p> <p>Working knowledge of COSHH.</p>	<p>Knowledge of mining history.</p> <p>Knowledge of the history of Caerphilly County Borough, its history, heritage, cultural and tourism resources and assets.</p>
SKILLS	<p>Excellent communication skills – verbally and in writing</p> <p>Excellent time management and organisational skills.</p> <p>Excellent interpersonal skills with a wide range of audiences.</p> <p>Determined, motivated and able to work unsupervised.</p> <p>Able to work flexibly, under pressure and able to re-prioritise when necessary to meet deadlines.</p> <p>Excellent ICT skills.</p> <p>Ability to manage budgets.</p>	<p>Welsh language skills.</p>

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working in a museum, gallery or heritage environment.</p> <p>Practical experience of collections management and care to required professional standards.</p> <p>Experience of managing budgets.</p> <p>Experience of working in partnership with local, regional and national stakeholders or professional bodies.</p>	<p>Experience of working with volunteers.</p> <p>Experience of organising museum and heritage public engagement events.</p> <p>Experience of marketing museums and events.</p> <p>Experience of installing art and craft exhibitions.</p> <p>Experience of engaging and working with local communities and special interest groups.</p>
OTHER	<p>A commitment to customer care.</p> <p>Full driving licence and access to a vehicle insured for business purposes for off-site working.</p> <p>Ability to attend meetings and events off site as required.</p> <p>Flexible and adaptable approach to working hours as some unsocial hours may be required.</p> <p>Ability to undertake manual handling of heavy objects in the museum collection.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Rhian Kyte	DATE:	27/04/2021
MANAGER:	Lesley Edwards	DATE:	27/04/2021
HR:	Janine Harrington	DATE:	27/04/2021

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	