****

**Job Description:**

**Finds Liaison Officer (Portable Antiquities Scheme)**

|  |  |
| --- | --- |
| **Reports to** | Collections Manager |
| **Salary scale** | S6 SCP 26 – 28  |
| **Salary** | £24064 - £25675 |
| **Hours** | 37 hours per week |
| **Contract** | Maternity cover |

**Job Purpose**

|  |
| --- |
| * To be responsible for the recording of archaeological material found by members of the public and metal detector clubs in Leicestershire and Rutland.
* To plan and deliver public programmes that engages people in, and raises the profile of the Portable Antiquities Scheme, The Treasure Act, and local archaeology.
* To proactively facilitate co-production of programmes with CVAC (Community Volunteers and Active Citizens – includes stakeholders/partners).
 |

**Reporting**

|  |  |
| --- | --- |
| **Reports to:** | Collections Manager |
| **Responsible for:** | Responsibility for secondees, trainees or volunteers. |

**Specific Responsibilities**

|  |
| --- |
| 1. Record finds within the Portable Antiquities Scheme and under the Treasure Act.
2. Maintain relationships with the British Museum, Portable Antiquities Scheme staff, Metal detector clubs, museums and archaeological organisations within Rutland and Leicestershire.

 1. Co-produce programmes and activities that engage people in Portable Antiquities Scheme, The Treasure Act, and local archaeology, with and in support of Community Volunteers and Active Citizens.

 1. Take responsibility for the collections related with the programme and ensure they are documented, stored and cared for, in conjunction with the Collections Manager.

 1. Ensure that displays, programmes and activities are customer-focussed.
2. Participate in and support other development projects as and when required or opportunity arises.
 |

**General Responsibilities**

|  |
| --- |
| 1. At all times commit to, and evidence, Derby Museums' values -integrity, ownership, discovery, inspiration, innovation and working together, while ensuring that customer care and visitor experience is of the highest quality.
2. Interact and cooperate with all Trust employees and contribute to Derby Museums’ Managing Individual Performance scheme.
3. Represent Derby Museums locally and regionally with all relevant bodies and partners.
4. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities
5. Make best use of technology in the development and delivery of all organisational functions.
6. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media.
7. Work evenings and weekends when required.
8. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects, updating systems and processes and undertaking other duties as requested.
9. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s health, safety and security arrangements plus Financial and Procurement Standing Orders.
 |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

 Signature........................................................... Date..................................

Date created / updated January 2023

**Person Specification:**

**Finds Liaison Officer (Portable Antiquities Scheme)**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)****Desirable (D)** | **Identified by:**Application (A), Interview (I), Test (T) |
| --- | --- | --- |
| **1. Generic skills and experience** |
| Competent in carrying out basic research & in identifying reliable sources of information. | E | AI |
| Ability to work in a highly-organised and efficient fashion. | E | AI |
| Ability to work independently on research. | E | AI |
| Experience of and commitment to sharing good practice internally and externally | D | AI |
| Strong organisational and project management skills. | E | AI |
| Awareness of new technology and its potential application to engage audiences with collections. | D | AI |
| Good communication skills, including giving talks and presentation. | E | AI |
| **2. Job specific skills and experience** |
| Experience of artefact identification or previous experience of working within an archaeological organisation with an emphasis on finds recording and processing. | E | AIT |
| Knowledge and experience of curatorial systems and procedures leading to better care and use of collections. | E | AI |
| Experience of flint and or pottery from archaeological contexts. | E | AI |
| Previous experience of working with metal-detectorists and similar groups. | E | AI |
| Knowledge and experience of the Portable Antiquities Scheme, website and database. | E | AI |
| Ability to work systematically, to input data on to electronic databases in a consistent format, and to a high standard of numeracy, accuracy and clarity.  | E | AI |
| Ability to take and manipulate digital images (using Photoshop). | E | AI |
| Awareness of issues relating to metal-detecting, the Treasure Act and archaeology. | E | AI |
| **3. Qualifications** |
| Related advanced education, or equivalent or evidence of continued professional work based learning.  | D | A  |
| Commitment to continuous personal development | E | A |
| **4. Equalities** |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | A  |

|  |
| --- |
| **How is your information used?****Derby Museum Employees: -**We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.Any information we provide for equality statistics will be anonymised. **Candidates: -**Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. **Who has access to your information?**We may share your information with:* Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues.
* External organisation’s such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or StrategicHR@derby.gov.uk  |