

# Culture Perth and Kinross

## Job Profile

<b>Job Title:</b>	Local and Family History Officer
<b>Service:</b>	Museums and Collections
<b>Section:</b>	Local & Family History
<b>Grade:</b>	TAS 7     £38,310.39 - £42,252.17 per annum pro rata
<b>Hours per Week:</b>	30 hrs (Tues, Wed, Thurs & Sat)
<b>Location:</b>	AK Bell Library, Perth, and venues across Perth and Kinross, as required
<b>Reports to:</b>	Head of Museums and Collections
<b>Responsible for:</b>	Staff, Volunteers, and resources within Local & Family History

### Job Purpose

- Responsible for the day-to-day co-ordination and delivery of Local and Family History services across Perth and Kinross and contributing to their ongoing care and development in line with Culture Perth and Kinross's vision, mission and key strategic objectives.
- To develop key partnerships with local, national and international heritage organisations to maximise the potential of the Local and Family History collections.
- To contribute to public programming, including planning, developing and co-ordinating exhibitions based on the collections, and coordinating touring, community and independent exhibitions.

### Main Accountabilities

- Oversee the provision of Local and Family History services to the public, including helping researchers, answering enquiries and developing new approaches to enhance access
- With a very strong customer focus, plan, develop and evaluate services in line with existing guidelines and policies
- Be responsible for line-managing Local and Family studies staff including induction, training and staff rotas
- Develop connections with cultural heritage stakeholders and their users including local history groups and local museums
- Contribute to public programming focusing on local and family history resources and contribute to the delivery of outreach work through displays, events, talks and visits, to support audience development
- Work in partnership with community groups and individuals, including the voluntary sector, to meet community needs and further develop resources in the hub libraries
- Increase the range of Local and Family History materials in libraries within Perth & Kinross and manage new acquisitions in consultation with the Head of Museums and Collections

- Plan, manage and develop the preservation and conservation of the collection, using appropriate methods such as binding, microfilming and digitisation
- Ensure appropriate standards regarding the integrity of collections, including security, environmental conditions, emergency and disaster procedures
- Develop the use of social media to reach new audiences
- Provide management and information reports including gather statistics as required
- Manage budgets allocated to the section and prepare bids for funding as required
- Develop further opportunities for volunteering, internships and work experience as appropriate
- Contribute to performance management and service improvement planning activities
- Contribute to wider team and service meetings as required
- Participate in staff networking & training opportunities

The particular duties and responsibilities attached to posts may vary from time to time depending on the requirement of the Service without changing the general character of the duties or the level of responsibilities entailed.

The post holder may also be required to work occasional evenings.

<p><b>Job Specific Requirements</b> <b>Knowledge &amp; Experience</b></p>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Relevant degree or equivalent experience</li> <li>• Experience of working with local studies and/or local history collections</li> <li>• Experience of leading staff teams</li> <li>• Experience of audience and community engagement</li> <li>• Experience of working in a customer-focused organisation</li> <li>• A current driving licence and access to a car would be an advantage due to the need to work in multiple locations</li> <li>• ICT and/or data management skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Collections management experience</li> <li>• Knowledge of family history sources and techniques required</li> <li>• Experience of cataloguing Local Family History materials</li> <li>• Experience of LFH and Archival databases/spreadsheet</li> </ul>
<p><b>Any Additional Requirements</b> The successful candidate will be required to undertake a Level 1 Disclosure Scotland Check</p>