

JOB SUMMARY

Post Title	General Manager / Curator, Dinosaur Isle						
Job Family	<i>Service Delivery</i>	Pay Range	<i>11</i>	Line Manager to others?	Yes /No	Role profile ref	<i>SD11</i>
Service Area	<i>Community Services Directorate</i>						
Line Manager	<i>Heritage and Libraries Service Manager</i>						
Location	<i>Dinosaur Isle</i>						

Job Purpose

To be responsible for the operation, management and development of Dinosaur Isle and its associated Geology collections. Work with colleagues to create sustainable growth of Dinosaur Isle, developing its role as a major Isle of Wight Tourist Attraction and an Accredited museum.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To provide leadership, direction and effective management of the museum, including all of its assets, its financial resources and its employees. This will include effective human resource management through the recruitment, retention and development of staff. And to be responsible for all matters of health and safety in accordance with Council policies.
- To demonstrate an entrepreneurial approach preparing and maintaining a Business Plan that is designed to develop and improve Dinosaur Isle and its collections. The business plan should aim to maximise usage and financial sustainability of Dinosaur Isle through grants, projects, exhibitions and events.
- To prepare and implement a marketing and promotion plan that realises the objectives of the business plan and can take advantage of appropriate public relations and media opportunities.
- Ensure the physical care of the Geology collections, acquiring material in accordance with the agreed Acquisition Policy. Ensuring the maintenance of records of geological specimens in accordance with agreed procedures and documentation standards, including records of their movement and whereabouts. To Lead Accreditation applications relating to the Geology Collections and Dinosaur Isle.
- To maximise the education benefit of the museum and facilitate the continued research of the collection, working with local universities as well as world leading palaeontologists and ensuring that enquiries are answered to the highest standards. Acting as an ambassador for the museum locally, regionally and nationally in order to enhance the museum's sustainable operation and future developments and to inform decision making relating to the Island's geological heritage. Support the work of the friends of Dinosaur Isle.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<i>Able to provide evidence of substantial management experience in the arts, museums, cultural, or visitor attraction sector. Evidencing the management of commercial activities alongside public support.</i>	E	
	<i>Proven written communicator required with effective presentation skills.</i>	E	
	<i>Able to act as a good ambassador for the museum locally, regionally, and nationally in order to enhance the museum's sustainable operation and future developments.</i>	E	

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Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Provide Substantial evidence, of operating a museum/tourist attraction.</i> <i>Evidence experience of managing an Accredited museum with associated collections</i> <i>Provide evidence of marketing and promoting visitor attraction and events.</i> <i>Proven experience of managing a busy team, raising organisation and individual performance.</i>	E E E	D
Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.	<i>Provide evidence of high quality written communication skills and effective presentation skills.</i> <i>Provide evidence of developing engaging displays/exhibitions, showing innovation in growing audiences.</i>	E	D
Good ICT skills including both standard Microsoft applications and specialist systems.	<i>Able to evidence excellent IT skills.</i> <i>Demonstrate knowledge of museum collection management software</i>	E	D
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the development of procedures and practices.	<i>Provide evidence of the management of risks, health and safety, fire and work place issues.</i> <i>Able to provide evidence of Substantial understanding and working alongside the Tourism Industry.</i> <i>Substantial knowledge of curatorial principles legislation and guidance as it applies to museums including museum documentation procedures and standards in the UK.</i> <i>Substantial and details knowledge of geology and palaeontology</i>	E E	D D
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Able to manage time and prioritise work programmes effectively and productively.</i>	E	
Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.	<i>Able to work under pressure, problem-solving and making decisions which balance corporate and service priorities with customer/facility demand.</i> <i>High level of personal drive with capacity for sustained effort and performance.</i>	E E	
Excellent customer service skills, with experience of resolving escalated and complex queries.	<i>Committed to meeting and exceeding the expectation of customers.</i> <i>Able to demonstrate the ability to be a convincing presenter and negotiator.</i> <i>Positive approach and sense of perspective</i>	E E E	

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Proven ability to build and maintain relationships and engage successfully with stakeholder community.	<i>Evidence Ability to lead, motivate and inspire teams, whether salaried employees or volunteers.</i> <i>Able to work under pressure, problem-solving and making decisions which balance corporate and service priorities with customer/facility demand.</i>	E	
Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Provide evidence of effective budgetary control of significant financial resources (400k) forecasting budgets, preparing Business plans and successful income generation.</i> <i>Provide evidence of the application of commercial and business concepts with the processes and procedures needed to monitor and review financial performance.</i> <i>Provide evidence of proven financial skills, including fundraising</i>	E E E	
Experience of volunteer management where appropriate to the job.	<i>Proven experience of working positively with the Community, Friends Groups and other voluntary organisations.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to HND, foundation degree standard or equivalent experience.		E	
May require relevant certifications including evidence of fluency in English language.		E	
Relevant professional/vocational qualification	<i>Post graduate qualification in museums or business studies. Evidence of continuous professional development. Membership of (or satisfies criteria for membership) relevant profession body</i>		D
Other Requirements			
<i>Current full clean UK driving licence and use of a vehicle with business use insurance</i>			
<i>A requirement to work outside of normal office hours as duty manager on weekends and for events</i>			
<i>Undertake any other duties commensurate with your grade and role</i>			
Organisation Structure (optional)			