



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | Museums & Archives Officer (Stockport Stories) |
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| **Service Area:** |  | Culture & Leisure |
|  |  |  |
| **Directorate:** |  | Services to Place |
|  |  |  |
| **Salary Grade:** |  | Scale 6 |

**About the Job**

**Main Purpose of the Job**

To deliver the Stockport Stories project as part of the wider Stockroom development. To lead on the production and generation of content, working with colleagues, stakeholders and the wider community. To create a legacy to make sure that stories can be refreshed and retold as part of the future Stockroom offer.

**Key Responsibilities**

* To be responsible for managing the Stockport Stories project, ensuring it is delivered to time and to budget.
* To lead to the process of identifying stories relating to Stockport Borough, its people, its history and character which can form digital and physical content within Stockroom and at other spaces as may be necessary.
* To carry out the necessary research relating to stories, including identifying relevant objects and archival material, which might be relevant and ensuring linkages with the wider Stockroom context and Stockport Cultural Calendar.
* To lead engagement in relation to the Stockport Stories programme with local residents and other stakeholders.
* To manage the production of relevant digital content for the stories, liaising with external contractors as necessary, ensuring materials are inclusive and accessible.
* To produce appropriate interpretative materials to support displays and related online content, ensuring materials are inclusive and accessible.
* To arrange for the documentation, transportation and display of physical objects and documents to be used as part of Stockport Stories, ensuring appropriate environmental conditions are in place to protect objects and archival material.
* To develop and deliver a Year 1 programme of events and activities linked to Stockport Stories and the wider Stockroom offer.
* To manage apprentices, trainees and volunteers working on the project.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

*Stockroom* is the working title for a project to create a new 21st century universal learning and discovery space at the heart of Merseyway in Stockport Town Centre. In 2019, the Government launched the Future High Streets Fund (FHSF) with the aim of renewing and reshaping high streets up and down the country. Stockport has received £14.5m from the Future High Streets Fund to repurpose a large area of vacant retail space in the Merseyway Shopping Centre around Adlington Walk.

As town centres across the UK struggle to recover from the decline in traditional retailing and the impact of Covid-19, Stockport is pioneering an innovative plan to encourage footfall and vibrancy in the town centre.

Stockroom will create a fantastic new arrival point for the town centre, clustered around a 21st century library, brand new toilets and customer facilities. *Stockroom* will be a place to celebrate the rich culture, creativity and diversity of Stockport, a place where the past, present and future come together. *Stockroom* will be a place for time exploring with friends and family, children and grandchildren, parents and grandparents.

Although the final content of *Stockroom* is yet to be determined and is subject to ongoing public engagement and consultation, we want to make sure it presents an opportunity to showcase interesting and engaging stories about Stockport Borough using content from our museum collections and archives. It is anticipated that cutting edge digital solutions would be used alongside traditional objects and documents. The space is extensive and it is anticipated that, subject to appropriate environmental conditions, collections and archives content could be used to create visual interest as well as telling stories.

The Stockport Stories programme will be used to generate permanent content for Stockroom and temporary content for the first year of the site’s operation. It is anticipated that the project will leave a legacy for a longer-term programme of Stockport stories, curated by a range of different individuals and organisations.

The postholder will be the lead on the first phase of the Stockport Stories programme and is expected to work with a range of colleagues, organisations and individuals to develop an engaging, accessible and inclusive offer to coincide with Stockroom’s launch in winter 2023.  
  
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Working to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence
* Showing value and **respect** to our colleagues, partners and customers.

We are looking for an individual who:

* Has experience of creating engaging new museum or archive provision, ideally in non-traditional settings.
* Has appropriate professional background in museums and/or archives with particular understanding of collections care when creating displays.
* Has a full working knowledge of the Spectrum procedures for collections management and handling and can demonstrate their ability to follow these procedures in practice.
* Is able to develop creative ideas for themes, stories, activities and events.
* Can work on their own initiative to research stories, objects and documents from our collections and archives.
* Has the ability to write engaging material to interpret objects and documents for traditional and digital platforms.
* Has experience of engagement with different audiences and stakeholders to co-curate content.
* Is able to work with technical partners to create digital content
* Can demonstrate a creative approach to object display and interpretative schemes to maximise visual impact.
* Ability to supervise apprentices, trainees and volunteers.