

**BRISTOL CITY COUNCIL****PERSON SPECIFICATION**

<b>Job title:</b>	Rights Clearance Officer (Unlocking Our Sound Heritage)
<b>Bristol grade:</b>	BG9
<b>Managed by:</b>	Project Manager (Unlocking Our Sound Heritage)
<b>Responsible for:</b>	No direct reports
Directorate:	Growth & Regeneration
Service area:	Bristol Culture

<b>Preferred assessment method</b>	
<b>A</b>	Application
<b>AC</b>	Assessment centre
<b>I</b>	Interview
<b>PA</b>	Practical assessment
<b>P</b>	Presentation
<b>T</b>	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential (MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable (COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

<b>Requirement – ESSENTIAL</b>	<b>Method</b>
A relevant qualification and professional experience in archives, museums, libraries, music, web, print publishing, or other related field, or ability to demonstrate equivalent knowledge and understanding gained through relevant experience.	<b>A, I, PA</b>
Able to demonstrate sound knowledge of intellectual property rights issues and legislation (particularly copyright), as they relate to sound recordings, gained through the above qualification and/or experience.	<b>A, I, PA</b>



Able to demonstrate sound understanding of current data protection and privacy issues and legislation, as they relate to sound recordings, gained through the above qualification and/or experience.	<b>A, I, PA</b>
A high level of attention to detail and the ability to record information in a consistent and accurate manner.	<b>A, I, PA</b>
A working knowledge of Microsoft Office applications or equivalent including the following: email (Outlook or equivalent), word processing (Word or equivalent), spreadsheets (Excel or equivalent) using the internet (Internet Explorer or equivalent). Have a willingness to learn new applications and technology as appropriate.	<b>A, I</b>
Excellent oral and written communication skills; able to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter.	<b>A, I</b>
Able to demonstrate knowledge and/or experience of equalities and diversity issues.	<b>A, I</b>
Demonstrable ability to organise own work within project timetable and deadline.	<b>A, I</b>
Demonstrable ability to work independently and within a small and interdependent team.	<b>A, I</b>

<b>Requirement – DESIRABLE</b>	<b>Method</b>
Knowledge of open licensing frameworks such as Creative Commons licenses.	<b>A</b>
Knowledge of issues around online publication/production of material.	<b>A</b>
Experience in working in an archival or publishing context with music, ethnographic materials, oral histories, etc.	<b>A</b>
Experience of working with volunteers	<b>A</b>