

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

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

Purpose of the job

The aim of this fixed-term, two-and-a-half-year post is to enable people to access digitised sound recordings online. The post holder will conduct rights clearance activities, recording all actions and decisions taken, and ensuring proper due diligence audit trails are in place, working closely with the project team.

The role is part of '[Unlocking Our Sound Heritage](#)', an ambitious project funded by the HLF and led by the British Library with national and regional partners across the UK. Bristol Culture is the South West hub for the project and the project is based at Bristol Archives.

Key job outcomes/accountabilities

- Undertake intellectual property rights (IPR) research and trace rights holders in line with agreed rights clearance policies. Update workflow tracking tools and documentation to record the rights status of items. Ensure all steps taken in the due diligence process
- Contact and consult with rights holders (and/or their representatives, e.g. publishers, agents, estates, musicians unions, community organisations or other relevant corporate bodies) to secure necessary permissions for the digitisation and use of collection items.
- Act as first point of contact for all rights related queries from rights holders or internal stakeholders.
- Ensure that any restrictions or conditions associated with collection items are appropriately recorded and this information is clearly shared with and understood by relevant UOSH project members.



Key job outcomes/accountabilities

- Ensure all data protection and IPR legislation is fully complied with, especially with reference to what action needs to be taken to ensure sensitive material has been appropriately cleared for use or removed/closed to public access.
- Ensure that all material considered for online access adheres to the agreed ethical and legal frameworks prior to publication.
- Ensure that all metadata resulting from the rights clearance process accurately reflects the rights status of its owners, and any access restrictions are appropriately recorded. Keep and maintain clear records of actions taken.
- Day-to-day supervision and support of project volunteers to ensure that their contributions meet the agreed quality standards.
- Produce reports on progress to the Project Manager, Bristol Culture and the project team at the British Library.
- Respond to enquiries from the wider project team to assist with other aspects of the project including learning and public engagement activities.
- Demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, to support the delivery of the project as required by line management.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.