

The Museum of the History of Science

Job description and selection criteria

Job title	Project Assistant - Move Project
Division	Academic Services and University Collections (ASUC)
Department	Museum of the History of Science
Location	Arthur Street, Osney
Grade and salary	Grade 4: £20,781 - £24,057 per annum
Hours	Full time (36.5 hours per week)
Contract type	Fixed-term until 30 June 2018
Reporting to	Project Team Leader
Vacancy reference	
Additional information	<i>Two full time posts</i>

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university

For more information please visit www.ox.ac.uk/about

The Museum of the History of Science

The Museum of the History of Science is one of the four museums of the University of Oxford which include the Ashmolean, The University Museum of Natural History, and the Pitt Rivers Museum. The Museum occupies the Old Ashmolean Building in Broad Street which was the original home of the Ashmolean Museum as it was founded in 1683, the first purpose-built museum in the world. The Museum now houses an outstanding and unique collection of objects related to the history of science, notably the largest collections in the world of astrolabes and sundials, and other material dating from the medieval period through to the early 20th-century.

It is a national and international centre for excellence for research and teaching in the material culture of science, and the interpretation of its collection is supported by a lively programme of exhibitions and public events for a range of audiences.

Further information about the collections may be found on the Museum website at www.mhs.ox.ac.uk/collections

The University of Oxford is a member of the [Athena SWAN Charter](http://www.athena-swan.ac.uk/) and holds an institutional Bronze Athena SWAN award. Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

Job description

Overview of the role

The Museum of the History of Science is establishing a small team responsible for coordinating the documentation, packing, and move of its stored collections, currently housed in a large off-site facility, to a new site.

The Project Assistants will work as part of a team to assist with an initial collections audit and assessment, and the documentation, basic cleaning, packing and move of objects and archives in an appropriate and safe manner to a project deadline.

The posts will be based in a warehouse environment and require standing, using ladders and steps to access the collection, lifting objects and packed boxes, and moving items on pallets. The work will include dealing with hazardous materials under controlled conditions.

Responsibilities/duties

- Under the direction of the Project Team Leader, to assist with the necessary preparation, packing and moving of the collections currently stored in a large off-site facility.
- To document all the objects to be packed according to standards agreed with the Project Team Leader, Museum Conservator, Collections Manager and relevant curatorial staff.
- To analyse disparate sources of information about objects and their histories and make decisions in order to identify and comment objects and to assess, interpret and include relevant data from written, online and object sources.
- To condition assess objects and interpret individual objects against standardized guidelines.
- To remove surface dust from objects where appropriate
- To photograph the material to be packed.
- With guidance and instruction from Project Team Leader and relevant Museum staff, to ensure that Museum protocols relating to object handling, object security, object storage and collections database standards are adhered to.
- To update location records to reflect object movement and to undertake condition checking as necessary.
- To liaise with Collections, Conservation, technical staff and specialist contractors as necessary.
- To ensure that workflow proceeds to schedules produced by the Project Team Leader.
- Carry out other such comparable duties as may reasonably be required by the Director.

Selection criteria

Essential

- Experience of working in a museum or equivalent heritage site and/or understanding of museum environments.
- Understanding, knowledge and experience of handling and packing complex and delicate artefacts and familiarity with the principles of safe handling of museum objects, museum security, museum storage of objects and museum conservation.
- Previous experience of cleaning museum objects made of a range of materials.
- Ability to use critical thinking and independent judgement to interpret objects and information about them against standardised guidelines.
- Knowledge of the use of catalogue databases within the museum environment and professional standards of documentation.
- Proven ability to manage a busy workload and to work to deadlines.
- Proven ability to work effectively as part of a team.
- Experience of detailed record-keeping and evidence of a high level of accuracy and attention to detail.
- Strong computer skills, including email, Excel and experience of using Museum catalogue databases.
- Familiarity with digital photography.
- Ability to lift and move moderate weights throughout a working day, to work in a standing position for part of the day, to use stairs and steps and to utilize trolleys, and other moving equipment to move heavy objects.
- Strong oral and written communication skills.
- Ability to work independently with minimal supervision, as well as knowing when to refer issues to others.

Desirable

- Knowledge of, and enthusiasm for history of science, technology or medicine.
- Previous experience of working in a warehouse environment.
- Previous experience of dealing with hazardous materials in museum collections
- Familiarity with EMu, barcode systems and Photoshop.
- First Aid qualification.
- Hold a full clean current UK driving licence.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

Furthermore, additional pre-employment screening is required for this post, as such; the successful candidate will be required to undergo criminal record checks.

As this role involves specific hazards, e.g. working with instruments containing mercury, asbestos, and involving manual handling, satisfactory pre-employment health clearance will be required prior to the successful candidate commencing work.

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post.

The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you:

- attach your redeployment letter to your application*
- explain in your covering letter how you meet the selection criteria for the post.*

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.