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| Job title | Collections Assistant |
| Division | Gardens, Libraries and Museums (GLAM) |
| Department | History of Science Museum |
| Location | Broad Street |
| Grade and salary | Grade 5: £25,482- £30,395 |
| Hours | Full time (36.5 Hours) |
| Contract type | Permanent |
| Reporting to | Head of Research, Teaching and Collections |
| Vacancy reference | 144484 |
| Additional information | This vacancy is for internal applicants only |

### The role

The History of Science Museum seeks an experienced collections professional to contribute to and deliver key parts of its collections management, development and care programme. The Museum is currently creating Vision 2024, its ambitious strategy for the centenary redevelopment of its main building and displays. It is also planning for large-scale offsite moves and a new Collections Teaching and Research Centre. The successful candidate will take part in these large-scale initiatives and will contribute to the detailed process of planning as well as delivery. S/he will also have a vital ongoing role in managing and caring for the collection, maintaining and improving collections information and enabling access by researchers and inquirers in person and remotely.

The role sits within the Museum’s Research, Teaching and Collections Section and reports to its Head. The successful candidate will work closely with the Collections Manager, and also with other immediate Collections colleagues, in particular the Museum Conservator and curatorial staff. More widely, the role not only covers work with collections within the Museum but, as cross-working develops across the University’s Museums, will also involve collaboration with colleagues working elsewhere in Gardens, Libraries and Museums.

### Responsibilities

* Assisting with all aspects of the object life cycle, including the processing of new acquisitions, disposals, maintenance of electronic and hard copy documentation, and rights management ensuring compliance with internal procedures and recognised professional standards such as the Museums Association guidelines for Disposals and Code of Ethics.
* Maintenance and improvement of object records on Axiell EMu, the Museum’s collections database, including detailed research to resolve documentation issues eg orphan works.
* Assisting with the current loans programme of short- and long-term loans in and out, managing all aspects of specific loans, including couriering, and carrying out detailed research to improve and resolve issues with historic loans.
* Management of all aspects of object research visits and object collections enquiries, and the compilation of statistics for monitoring.
* Working with the Museum Conservator to review standards and procedures for collections care, including condition assessments and integrated pest management.
* Physical handling, safe packing and movement of collections, in line with internal and sectoral standards and best practice.
* Contributing to the logistical planning and implementation of collections projects, including major stored collection moves and new collection displays.
* Assisting the Collections Manager with the scheduling and prioritisation of the work programme, the preparation of Committee papers, and the compilation and review of collections policies and external returns.
* Recruiting and managing collections volunteers.

**Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

* Working at heights
* Lone Working
* Driving on University business
* Regular manual handling
* Work with allergens eg dust, moulds
* Work with any hazardous substances found in museum collections
* Travel outside of Europe or North America on University Business

**Additional security pre-employment checks**

This job includes duties that will require additional security pre-employment checks:

* List duties associated with the required security checks
* access to museum collections
* A satisfactory basic Disclosure and Barring Service check due to access to museum collections

## Selection criteria

## Essential selection criteria

* A qualification in museums studies or equivalent experience working with collections in an Accredited museum to SPECTRUM standards.
* Demonstrable understanding and experience of the principles and practice of collections care and collections preservation including object handling, packing, movement and storage.
* Previous experience of all aspects of loan management and exhibition installation, including the couriering of loans.
* Ability to analyse and research documentation issues, and persistence in unravelling problems, preserving detailed research records and clearly communicating solutions.
* Diplomacy and professionalism in establishing and maintaining on-going working relationships with internal and external stakeholders (lenders, students, researchers, donors, general public).
* In-depth knowledge and experience of a collections management database (ideally Axiell EMu) including both large-scale data handling and meticulous attention to detail at the level of individual records.
* Excellent communication skills, orally and in writing, and proficient use of Microsoft Office packages including Word, Excel and Outlook.
* Ability to work effectively alone, knowing when to refer matters to others, and to work in a flexible, adaptable and supportive way as part of a team.
* Excellent time management, logistical and planning skills, with proven ability to deal effectively with a very busy workload, multiple concurrent work streams, project timetables and deadlines.
* Demonstrable experience of managing volunteers in collections activities.
* Ability to lift and move moderate weights safely and knowledge of safe use of specialist equipment and techniques when moving and securing objects.
* Valid UK driving licence.

### Desirable selection criteria

* Knowledge of, and enthusiasm for, the history of science, technology and medicine

**About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

**History of Science Museum**

The History of Science Museum 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 when 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 of 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.

### Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University’s wider nature and mission. They are part of its heritage as the country’s oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University’s outreach and access missions.

For more information please visit: <http://www.admin.ox.ac.uk/asuc/>.

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

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 because they have 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 department(s).*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**Benefits of working at the University**

## Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk/).

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

## Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).