Pitt Rivers Museum

Job title	Relationship Manager, Rethinking Relationships x 2
Division	GLAM
Department	Pitt Rivers Museum
Location	TBC
Grade and salary	Grade 5
Hours	Part time for 2 years
Contract type	*Part time fixed term*
Reporting to	Project Coordinator, Rethinking Relationships
Vacancy reference	*168153*
Additional information	*It is hoped that the relationship managers will be based in one of the four partner museums ideally with one based in either the Horniman Museum or World Museum, National Museums Liverpool; and with the other based in either the Pitt Rivers Museum or Cambridge Museum of Archaeology and Anthropology. Travel between the museums will be expected.*

The project

Rethinking Relationships is a collaboration to develop and adapt museum practice to build trust with communities and improve access to collections from Kenya, Tanzania, Ghana, Nigeria, and Uganda. It aims to respond to questions all museums must face about how they interpret, record, and acquire collections.

The project will improve accessibility for new and larger audiences who experience barriers to collections. The Pitt Rivers Museum, the Museum Ethnographers Group (MEG) and the partner organisations Cambridge Museum of Archaeology and Anthropology, the Horniman Museum and Gardens and the World Museum, National Museums Liverpool will respond to immediate needs, broadening access and developing trust in institutions with global heritage collections.

By working with MEG, the project will support smaller organisations with less resource for this sector development activity, increasing regional capacity and creating legacy. Building on the success of an earlier pilot project, this project will be instrumental in developing digital tools to disseminate the learning from sessions led by project staff. The creation of toolkits and guidance will be focussed on those communities accessing collections and so support future conversations between them and museums.

The role

The Collections Relationship Managers respond to a key challenge of this project highlighted by an earlier pilot project – the need to build capacity into working with collections and communities. They will act as the main connectors between engaged communities and collections. They will liaise and support the handling of collections for communities both in the UK and in Africa. It is expected that the two Relationship Managers will clearly split the partner museums between them.
Responsible to: The Project Coordinator, Rethinking Relationships Project, Pitt Rivers Museum

Specific Duties:

Main responsibilities

- Support research by communities on collections from Nigeria, Kenya, Tanzania, Ghana, and Uganda across the four partner museums. Identify the access needs of communities engaged. Identify and where possible rectify hurdles/barriers within the organisations they are focusing on. Specify what needs to be changed, updated etc. Using the relevant museum databases to assist communities to search for relevant material.

- Support the Project Coordinator with the coordination and running of in-person workshops and online events involving UK and African partners. Provide object handling support for these events including object retrieval, return to storage and updating documentation as needed. Work with staff from the partner institutions to retrieve and prepare objects for workshops. Support with the gathering of feedback around these events and the approaches of the different institutions. Depending on the requirements of the communities involved these workshops may require weekend working or outside normal working hours.

- Engagement with colleagues and stakeholders in Nigeria, Kenya, Tanzania, Ghana, and Uganda and with diaspora groups in the four UK cities. Liaise directly with target communities, organisations, and individuals for project meetings.

- Support the Project Coordinator with input into toolkits, podcasts, social media posts, public talks and input into the digital hub and MEG conference. They will expect to travel at times to partner institutions and there may be a requirement for international travel.

- Highlight problematic provenance through discussion with UK curators and museum partners from Nigeria, Kenya, Tanzania, Ghana, and Uganda. Ensure that the information and research undertaken and provided by the communities is captured and added to the database of the relevant museum to provide an ongoing legacy.

- Any other duties that may be required to ensure the effective running of the project.

Selection criteria

E = Essential D = Desirable

Education/qualifications
- Education or qualifications in African culture and/or collections (D)
- A high level of literacy and numeracy is required (E)

Knowledge and experience

- Knowledge of African culture and history and an awareness of issues relating to cultural identity, appropriation, and decolonisation (E)
- Experience in collections and archival research (D)
- An interest in museums and the development of ethical practice (D)
- Demonstrated ability and passion for development of respectful and equitable partnerships (E)
- A working knowledge of the benefits, issues and initiatives related to community engagement in public institutions (E)
- Personal/professional networks with UK Ghanaian and/or Kenyan and/or Tanzanian and/or Nigerian and/or Ugandan diaspora communities (D)

Skills and abilities

- Proven experience of using museum databases and a willingness to learn new systems relevant to partner institutions. (E)
- Excellent verbal and written communication skills with an ability to communicate effectively with a broad range of community groups and colleagues (E)
- Computer literate, with knowledge of MS Word, Excel, PowerPoint, and Outlook (E)
- Able to work successfully as part of a team and on own initiative (E)
- Ability to work with close attention to detail and to keep confidentiality (E)
- Proven ability to manage and prioritise a varied and busy workload and to work to deadlines. (E)
- Understanding, knowledge, and experience of handling and packing complex and delicate organic artefacts and familiarity with the principles of museum security, museum storage of objects, museum conservation and handling of museum objects. (D)
- Awareness of ethical issues relating to ethnographic and archaeological collections and the sensitivities around these collections. (E)

Personal attributes

- An appreciation for the diverse nature of community groups and the need to be sensitive to diverse needs, interests, and beliefs
- Commitment to equality and diversity
- Willingness to work flexibly to achieve corporate objectives
- Commitment to own learning and professional development

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 2014/15 exceeded £522.9m and we rank first in the UK for university spinouts, 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

The Pitt Rivers Museum

The Pitt Rivers Museum is the University of Oxford's Museum of anthropology and world archaeology. It is noted for its artefact-rich displays and its period atmosphere. Its collections number some 350,000 artefacts and 250,000 photographs. The Museum has some fifty staff and over 400,000 visitors a year. The Pitt Rivers Museum is accessed through the University Museum of Natural History and opens daily Tuesday – Sunday and Bank Holiday Mondays 10 – 5:00pm, Mondays 12 – 5:00pm (revised hours from 4/10/21). Evening events as booked

For more information, please visit – https://www.prm.ox.ac.uk/

Gardens, Libraries and Museums (GLAM)

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/glam/

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

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

As part of your application you will be asked to provide details of two / three referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by midday UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly prm-hr@prm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.
Please note that you will receive an automated email from our online recruitment portal 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: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades 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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See https://childcare.admin.ox.ac.uk/
We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See https://hr.admin.ox.ac.uk/my-family-care

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society