

Job description and selection criteria

Job title	Conservator – Objects (Rome Gallery)
Division	Gardens, Libraries and Museums (GLAM)
Department	Ashmolean Museum
Location	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH
Grade and salary	Grade 6: £32,332 - £38,205 per annum, pro-rata
Hours	Part time (18.75 hours/0.5 FTE)
Contract type	Fixed term for 21 months
Reporting to	Conservation Manager (Objects)
Vacancy reference	172875
Additional information	<p>THIS POST COULD BE CONSIDERED AS A SECONDMENT OPPORTUNITY</p> <p>Please discuss secondments with your line manager in the first instance, as you must have their agreement that you can be released for a secondment before you apply. For more information please go to: https://hr.admin.ox.ac.uk/secondments</p> <p>You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the ‘How to apply’ section for further details).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12:00 midday BST Monday 3 June 2024.



Job description

Overview of the role

The post holder's primary role will be to undertake practical conservation for the refurbishment of the Rome Gallery liaising on a day to day basis with members of the Conservation Team, project manager, project curator and other key stakeholders. The role will also support the work of the Objects Conservation team more widely, for loan, storage and preventive aspects as required. The ability to work flexibly to tight deadlines and as part of a team is essential.

The postholder will be working within a small objects conservation team whose remit covers a wide variety of collections in the museum from pre-history to contemporary art.

Responsibilities

1. **Treatments** Plan and implement complex examination, interventive and preventive conservation treatments on museum objects held in the Ashmolean Museum, depending on priorities of the Department set by the Head of Conservation through the Objects Conservation Manager and, using methods, technologies and materials recognised as contemporary conservation practice and to the highest standard within agreed procedures and schedules.
2. **Project Management** Manage small scale projects for storage, display and collections care including workflow within the project. Liaison with stakeholders, colleagues and team members in consultation with the Conservation Manager for Objects and Conservation.
3. **Documentation** Document and record all remedial work carried out including the uploading of treatment records and supporting documents such as photographs and x-rays onto the digital assets management system and M+. Accurately and comprehensively document any scientific examination undertaken and liaise with curatorial and research colleagues over the findings and implications.
4. **Loans** Contribute to the Museum's loan programme by providing conservation assessments, making recommendations and completing condition reports. Liaising with staff from different sections of the Museum as well as with borrowing and lending institutions about object requirements. Represent the Museum as a courier for loans to institutions in the UK and abroad if required.
5. **Exhibitions and Display** Contribute to major and smaller temporary exhibitions, permanent displays and gallery projects working with fellow conservators, mount makers, conservation technicians, the project curator and the projects and exhibition team to prepare and achieve the aims of the exhibition/gallery project outcomes. To further support exhibitions, as workflow allows, by acting as a conservation contact for major and smaller exhibitions and gallery redisplay in agreement with the Objects Conservation Manager. Provide conservation input into gallery and case designs, environment, materials, mounts and installation/de-installation.
6. **Preventive Conservation** To contribute towards the protection of museum objects working with the Preventive Conservator to monitor environmental conditions, initiate and carry out environmental improvement projects and housekeeping programmes.
7. **Surveys/Assessments** Plan and undertake conservation surveys and assessments of the Museum's object collections and other data gathering for collections and sites, in liaison with Museum staff involved in or affected by projects and operations.

8. **Collections Care** Contribute to the development of strategies and implementation of care for the Museum's collections in accordance with accepted guidelines (e.g. Collections Trust, PAS 198, ACE Accreditation Standard). Provide planned and ad hoc guidance, training and support for Museum staff.
9. **Policy Development** Contribute to the strategic development and operational improvement of conservation and collections management, within the Conservation Department and across the Museum and GLAM Division, appropriate to the Museum's needs and the Museum's strategic plan.
10. **Research** Contribute to and support research relating to the collections and support collections departments by facilitating and advising external researchers and teaching staff.
11. **Supervision and Training** Work with and supervise volunteers organising work schedules and planning in collaboration with colleagues and managers. Supervise graduate and postgraduate students and occasional supervision of other contract workers who may be appointed to undertake work in the conservation department. Contribute to the training and induction of students, contractors and new members of staff.
12. **Health and Safety** Maintain safe working practices in accordance with the University's health and safety policy and current legislation. Attend regular mandatory training and keep up to date with relevant health and safety legislation. Contribute to health and safety documentation and legal requirements within the department, for example COSHH and risk assessment documentation.
13. **Continuing Professional Development** Maintain competence and awareness of contemporary and historical conservation techniques through study and attendance at training courses etc. as agreed with the Objects Conservation Manager. Keep abreast of current professional knowledge and developments. Demonstrate commitment to professional standards and continuing professional development.
14. **Emergency** Provide support and assistance in the event of emergencies that threaten the Museum's collections and service continuity. This may include working out of hours.
15. **Public and Professional Outreach** This might include contribution to social media communication, public talks, lab tours and liaison with stakeholders as well as publication in professional journals.

Other duties

- Participate in Annual Reviews.
- Undertake any necessary training identified.
- Comply with the policies and procedures set out in the Handbook for University Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The Ashmolean Museum reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Conservation Department

The Conservation Department interacts with all museum departments and plays a critical role in developing, supporting and delivering the Ashmolean's key aims and objectives, as laid out in its Strategic Plan. As such, its mission is not only to care for the collections but also to enhance access, foster engagement and conduct world class research in order to improve understanding of the collections at every level. It does this through its investigative, interventive and preventive conservation and heritage science programmes which ensure the preservation of the collections to the highest standard, in accordance with contemporary conservation science, ethics and practice.

The Ashmolean Museum is involved in lively exhibition and loans programmes. This is exciting and demanding, but can also be disruptive, and the maintenance and fostering of good working relationships based upon mutual understanding, of both museum staff and contractors, and a high degree of adaptability, flexibility, and a pragmatic approach to any work are important features of this post. The Conservation Department is a highly dedicated group where the ability to work as part of a team is essential.

Selection criteria

Essential selection criteria

1. Post-graduate or graduate level professional conservation qualification in an objects specialism with significant experience of implementing conservation or preservation work in a museum, historic collection or similar setting.
2. Expected to be actively working towards or having achieved accreditation under the Professional Accreditation of Conservator-Restorers (PACR) scheme.
3. Specialist knowledge and work-based experience of remedial and preventive conservation of archaeological (more specifically Roman) objects including glass, ceramic, bronze and stone. A high degree of manual skill and an excellent standard of practical conservation work achieved routinely.
4. Good knowledge of Roman manufacturing techniques and technology and a strong publication and outreach record.
5. Experience of working on objects for exhibition, display and loan and the processes that are involved.
6. Ability to prioritise own work programme and supervise others e.g. volunteers and students. Take full responsibility for own work and that of others, where applicable.
7. Ability to organise time efficiently and handle competing priorities to deliver results to a high standard and to deadlines set by the Conservation Manager with adaptability, flexibility, and a pragmatic 'can do' approach.
8. Ability to communicate effectively with others at all levels with awareness of equality, diversity and inclusion practices. Able to manage conflict in a professional and systematic fashion; able to deal with complex situations holistically with confident decision making.
9. Ability to manage small scale projects and workflow, in consultation with the Conservation Manager for Objects and Conservation and members of the team.

10. Willingness to work effectively and constructively as part of a team and to alter patterns of working to meet organisational needs.
11. Demonstrable knowledge of COSHH regulations and health and safety requirements and use of risk assessment.
12. Ability to gather, analyse, structure and present information using appropriate software packages where necessary, for record keeping and presentation in written or spoken form to all levels for assessment, recording, report writing, and publication including photography.
13. Ability to present conservation information to a wide range of non-specialist and specialist audiences through a variety of means such as publication, spoken presentation and social media.
14. Ability to build and maintain relationships with internal and external stakeholders at all levels.
15. Strong IT skills with excellent knowledge of Microsoft Office including Word and Excel.

Desirable selection criteria

1. Experience of using Museum Collections Management Systems and Digital Asset Management systems such as M+.
2. Interest in, and commitment to, the work of the Ashmolean Museum and willingness to participate in its promotion with an ability to see the overall picture and how individual actions fit within it.
3. Awareness and experience of carrying out sustainability initiatives in a museum context.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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, 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
- Working with Ionising Radiation
- Regular manual handling
- Work with any substance which has any of the following pictograms on their MSDS:



Additional security pre-employment checks

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

- A satisfactory basic Disclosure and Barring Service check due to working with high value museum objects in a shared laboratory setting

The Ashmolean Museum

Who we are:

Open since 1683, we are the University of Oxford's Museum of art and archaeology. Situated in the heart of the city, we are an iconic cultural destination open to everyone every day.

With c.900,000 visitors a year (pre-Covid), we are the most visited university museum in the world.

What we do:

We preserve and share our collections and knowledge to promote research, learning and enjoyment.

Why we do what we do:

To illuminate our shared humanity.

We have three strategic pillars:

Collections: We care for, develop, and widen access to our collections.

Research and Teaching: We enable, lead and deliver world-class research and teaching.

Audiences: We provide engaging and inspiring experiences for increasingly diverse audiences.

In the next five years, we have five enabling priorities:

1. To support, develop and inspire our teams;
2. To promote equity and value diversity in all that we do;
3. To ensure we have the resources to deliver our work;
4. To work towards our commitment to achieve net zero carbon by 2035. Our environmental responsibility will inform our actions;
5. To ensure we have a building and infrastructure fit for purpose and our future.

For more information visit <https://www.ashmolean.org/>

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.



The Ashmolean Museum

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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

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: <https://www.glam.ox.ac.uk/home>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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 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).

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

Supporting Statement

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

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

All applications must be received by **12:00 midday (BST)** on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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 on recruitment@glam.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.

Relocation

At the moment, the Ashmolean Museum is not offering relocation expenses to this post

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, which with effect from 1 October 2023 will be 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.

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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 <https://hr.admin.ox.ac.uk/staff-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 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 website 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 dependents. 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 also subscribe to the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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