

Summary

Job title	Maintenance Technician
Division	GLAM (Gardens, Libraries and Museums)
Department	Pitt Rivers Museum
Location	South Parks Road, Oxford, OX1 3PP
Grade and salary	Grade 3: £23,706.00 per annum
Hours	Part time (22 hours / 60%FTE)
Contract type	Permanent
Reporting to	Head of Facility Management
Vacancy reference	174346
Additional information	Weekend and evening work required

The role

The Pitt Rivers Museum (PRM) is one of the most dynamic and exciting museums in the UK. As a university museum it is highly valued both in the education sector and in the cultural and creative industry sector. This was recognised in 2019 when the museum was a finalist for the Art Fund Museum of the Year. Visitors are at an all-time high with 2019 witnessing over half a million visitors.

Overview of the Role

The Maintenance Technician provides support across all aspects of maintenance within a very busy public building, open to the public with an exciting programme of public engagement activity. The Maintenance Technician is involved in all aspects of facility maintenance. The role requires a working knowledge of Health & Safety regulations.

As a maintenance technician you will be responsible for ensuring that equipment, machinery, and facilities operate efficiently and safely. You'll perform routine maintenance, repairs, including electrical, plumbing, HVAC, and mechanical systems. This role is essential for maintaining a safe and functional environment settings.

The role may involve working outdoors or in confined spaces and may require flexibility in work hours, including evenings or weekends.



Responsibilities

Provide general maintenance across the museum building including floor masonry, doors and windows; replacing light bulbs, putting up shelves, cupboards, maintaining locks and doing general repairs and keeping things in good working order.

- Ensure that all workshop machinery, tools and equipment is safe, clean and fit for purpose prior to use and advise the Head of Facility Management if there is any query. Maintain general workshop tidiness and ensure that all health and safety rules are adhered to.
- Responsible for the weekly testing of the fire and intruder alarm at the Museum ensuring that problems are notified to Head of Facility Management.
- Supporting the Head of Facility Management ensure that all equipment in the Museum is properly logged and accounted for at all times and that the equipment is properly serviced and maintained.
- Responsible for the regular checking and maintenance of first aid boxes
- Carrying out basic electrical testing on portable equipment as required, e.g. Portable Appliance Testing both annual tests approx. (6-week duration) and ongoing testing of newly acquired equipment. Keeping records of all tests, report any faults or queries to the Head of Facility Management.
- Assist with furniture movement and setting up rooms for activities and events including ensuring setting up and taking down of audio-visual equipment.
- Works with specialist audio visual providers as required for specialised events (e.g Luxmuralis)
- General clearing-out duties: e.g. broken furniture, dismantled displays etc. and skip filling as well as keeping drains and gutters clear throughout museum buildings. Painting where required for maintenance and displays.
- Assisting, when required, with exhibition mounting and the installation of permanent and temporary displays.

Security

- Opening and closing museum as required.

Selection criteria

Essential selection criteria

- High school diploma or equivalent; additional vocational training or certifications in relevant fields preferred. (e.g. General Maintenance).
- Previous experience in maintenance or a related field is advantageous.
- Good working knowledge of the relevant health and safety procedures.
- Willingness to learn new skills where necessary.
- Ability to work collaboratively as part of a team towards a shared objective.
- Ability to follow instructions and work to deadlines. Aiding others (as well as requesting it) when required and asking pertinent questions.
- Good IT skills, including standard Microsoft Office Software.

Desirable selection criteria

- A formal qualification, such as an HNC, BTEC, City and Guilds award or equivalent in an appropriate subject (e.g. building apprenticeship)
- Practical experience of Portable Appliance Testing
- Experience of working within a Grade 1 listing building
- Interest in Museum and Collections

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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 to a successful outcome of this assessment.

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

- Working at heights
- Work in hot or cold environments
- Regular manual handling

Additional security pre-employment checks

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

- A satisfactory enhanced Disclosure and Barring Service check is required due to the Safeguarding Children & Adults at Risk Policy

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 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.

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/>

GLAM Division

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 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 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, flexible working options, 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, 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. 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>