# Job Description and Selection Criteria

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| **Job title** | Head of Public Engagement and Programming |
| **Division** | Gardens, Libraries and Museums (GLAM) |
| **Department** | Pitt Rivers Museum |
| **Location** | Pitt Rivers Museum, South Parks Road, Oxford OX1 3PP<br><br>The post requires on-site working primarily but occasional home working may be considered. |
| **Grade and salary** | Starting from Grade 8.1: £48,235 per annum* |
| **Hours** | Full time (37.5 hours per week) with a flexibility to work part-time (0.8 FTE, 30 hours per week). |
| **Contract type** | Permanent |
| **Reporting to** | Professor Laura Van Broekhoven, Director of Pitt Rivers Museum |
| **Vacancy reference** | 178708 |
| **Additional information** | * An automatic annual increment each year will be paid up to (and not including) the discretionary range within the University of Oxford's Grade 8 salary scale.<br><br>The role will involve programmed out-of-hours work including weekends and evenings as events and deadlines demand.<br><br>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).<br><br>Please contact the recruitment team if you require the job description in an alternative format. |
| **Closing date** | 12.00 midday BST Tuesday 13 May 2025 |

# Job description

## Overview of the role

This is an exciting opportunity to join one the most innovative and stimulating University museums in the UK.

The Head of Public Engagement and Programming (HPEP) is a key member of the Executive Board within the Pitt Rivers Museum and is responsible for developing and delivering innovation and strategic development within the area of public engagement, programming and audience development through strategic and timely activity. You will develop public engagement and programming that showcases the Pitt Rivers Museum as an institution that develops and delivers innovative engagement with local and global stakeholders around contemporary debates maintaining and developing the museum's reputation for excellence.  You will be closely involved in strategic planning for the future of the museum during a pivotal time as the museum sets a 10 year programme of change, rethinking our displays, spaces and programming with communities.

As HPEP you will have a strong reputation for developing creative and impactful public engagement activity within the cultural heritage sector with a track record of excellence across the full range of public engagement in museums, including audience evaluation and development; exhibitions and displays;  formal and informal learning; public engagement focused on and developed with specialised audiences (families, students and researchers) and innovative community engagement.

Working with a small team delivering formal learning, family programming and community outreach you will collaborate closely with teams across the museum, inspiring, delivering and coordinating wrap-around programming  that bring to life the Visitor Experience, Research, Teaching and Collections of the Pitt Rivers Museum as well as seeking and securing funding to grow activity.

This will involve leading the strategic direction, planning and co-ordination of museum wide programme activity, in partnership with teams and individuals beyond the public engagement core team including Research, Collections, Special Exhibitions, Visitor Experience, Marketing, Digital and Commercial (including a PRM Members' programme), currently  coordinated under the broader Whats On group.

You will be a Member of the working Executive Board that meets fortnightly overseeing all core museum functions. The role reports to the Director and represents PRM public engagement and programming (PEP) at all levels. The HPEP has direct line management responsibility for the Public Engagement team and works closely with the Head of Adminsitration, Planning and Finance and the teams they oversee (Operations, Commercial  and Visitor Experience).

Alongside the Joint Museums Volunteers and Community Engagement Service and GLAM Audience Assessment and Evaluation team you will grow and deliver PRM related volunteer and community engagement and Audience assessment and evaluations.

## Responsibilities

### Strategic Leadership

- Working with the Director and the Executive Board (EB) set out overall strategic direction of public engagement and programming in the PRM and oversee its delivery in line with the Strategic Implementation Plan.

**Programme Development and Delivery**

- Develop and grow a compelling programme of engagement for diverse audiences and stakeholders.

- Manage the schools, adults and family events programming and to ensure excellence and innovation in programming.

- Work across museum teams to support and inspire strategic co-ordination and direction of joined-up, wrap-around programming ensuring clear monitoring and evaluation is in place.

**Audience Development and Engagement**

- Lead the development and implementation of the Museum Audience Development, Access and Evaluation plans, working in close collaboration with the Head of Administration, Planning and Finance and in partnership with the other GLAM division institutions.

- Liaise with Marketing, Assesment and Commercial staff in Museum and Division to ensure programmes are appropriately and compellingly marketed, planned, evaluated and publicised with onsite and online audiences.

- with the GLAM Audience Assessment and Evaluation Unit, ensure the PRM collects and actively uses relevant audience evaluations and work to implement relevant changes with other EB members.

**Management**

- Lead and line-manage the Public Engagement team creating a shared purpose in delivering PEP, including involving team in annual planning, carrying out regular 1:1 meetings, team meetings, PDRs and providing support and direction to create a strong, engaged team ensuring successful delivery of established projects and developing new funded programmes to continue and expand the profile and reputation of the Museum in Public Engagement.

**Partnerships and Funding**

- Identify and develop partnerships regionally and nationally to build the museum's profile through strategic funding applications and income generation. Develop strategic funding applications and project proposals (with support of the Development team)

- Identify opportunities for promotion such as awards for our programme; ensuring that projects are delivered on time and to budget, and write project reports for funders as required. Ensure that all projects are planned, monitored and evaluated in line with annual planning cycles.

- Within the University of Oxford to build partnerships with departments with a particular focus on Public Engagement with Research.

- Coordinate and develop the Museum's involvement in projects with GLAM in relation to public engagement and widening participation.

- Foster, and sustain close links with relevant communities and cultural organisations in Oxfordshire and beyond, building the profile, resource and reputation of PRM within the sector by growing the Museum's portfolio and ensuring the team is enabled to maintain the high levels of innovation, as evidenced by multiple award winning projects

**Other duties**

- Working on programmed out-of-hours work including weekends and evenings as events and deadlines demand.

- Participate in a regular Annual Review

- Undertake any necessary training identified

- Comply with health and safety regulations

- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff

- Any other duties that may be required from time to time commensurate with the grade of the job

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

Applicants and employees are invited to identify reasonable accommodations that can be made to assist them in performing the essential functions of the position safely.

## Department – 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 on average 60 staff and last year welcomed over 500,000 visitors; its turnover is approximately £4.5 million p.a.  An impression of the range of the Museum's activity can be seen on its website (http://www.prm.ox.ac.uk/). The Pitt Rivers Museum is accessed through the University Museum of Natural History and opens daily Tuesday – Sunday (and Bank Holiday Mondays) 10 – 5pm, Mondays 12 – 5pm.

For more information please visit: http://www.prm.ox.ac.uk

# Selection criteria

## Essential selection criteria

- Educated to degree level or equivalent experience or/and professional qualification or strong interest in arts and culture policy & management.

- Established reputation for success and excellence in developing and delivering public engagement at senior level in the cultural heritage sector at a strategic level.

- Proven experience of leading, developing and delivering public engagement in a museum, cultural institution or related field.

- Extensive track record and management experience of leading and managing successful teams to deliver public engagement programmes delivering outcomes on time and on budget.

- Proven experience of cross-team working.

- Proven experience in, and a good understanding of audience development and engagement.

- Demonstrable track record of fundraising for public engagement and programming in cultural sector.

- Excellent communication, both written and oral skills with ability to engage a broad range of audiences and stakeholders.

- Affinity and enthusiasm for arts and culture.

- Excellent organisational skills with proven experience and evidence of strong skills and expertise in project planning, analysing and reporting with ability to manange multiple projexts and deadlines.

- Experience in building partnerships and delivering collaborative projects.

- A confident, enthusiastic, positive and energetic approach, with a willingness to get involved in all aspects of programming activity.

- A commitment to diversity, inclusion, and accessibility in all aspects of public programming.

**Desirable selection criteria**

- knowledge and experience of evaluation and monitoring data

# 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:
- 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 due to working with children and vulnerable adults.

# 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.



*Pitt Rivers 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.


## Division – Gardens, Libraries and Museums (GLAM)

Oxford University's Gardens, Libraries and Museums (GLAM) contain some of the world's most significant cultural and scientific collections. GLAM is a division within the University, which comprises: the Ashmolean Museum of Art & Archaeology, Bodleian Libraries, Botanic Garden & Harcourt Arboretum, Museum of the History of Science, Museum of Natural History and the Pitt Rivers Museum.

The Gardens, Libraries and Museums are integral to the delivery of the University's strategic aims of teaching, research and widening participation. They also embody the public face of the University, representing the front door to the wealth of knowledge and research curated by and generated at Oxford. Collectively they welcome over 3 million visitors each year.

The academic departments of the University are divided into four divisions: Humanities; Mathematical, Physical and Life Sciences; Medical Sciences; and Social Sciences. GLAM's collections and staff have strong connections with all of the academic divisions.

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).

**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.**

All applications must be received by **midday** UK time 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 Pitt Rivers 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.

## 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 (see https://hr.web.ox.ac.uk/family-leave). 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/.

## 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