

Job Description and Selection Criteria

Job title	Research Fellow in Biocultural Heritage
Division	Gardens, Libraries and Museums (GLAM)
Department	Pitt Rivers Museum
Location	Pitt Rivers Museum, South Parks Road, Oxford OX1 3PP (Home working possible where agreed)
Grade and salary	Grade 7: £38,674 - £46,913 per annum
Hours	Full time (37.5 hours per week)
Contract type	Fixed-term for 2 years
Reporting to	Head of Curatorial, Research and Teaching
Vacancy reference	179037
Additional information	<p>You will be asked to upload a CV and a supporting statement setting out how you meet the job criteria.</p> <p>Applicants should also prepare a statement on their proposed plans for research during the Fellowship (max 1000 words).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday (BST) on Friday 16 May 2025

Job description

Overview of the role

The Research Fellowship in Biocultural Heritage is a new role developed in partnership with the School of Geography and the Environment to foster greater collaboration in the area of biocultural research between disciplines and to unlock the potential of museum collections for research. It also builds on the recent success of the University's cross-departmental OCHRE grouping (Oxford Collaboration in Heritage science Research and Engagement) in attracting [funding from the AHRC](#) to invest in the research infrastructure required to conduct advanced biocultural and archaeological work. This will be an innovative, challenging and rewarding role within a research-active museum with exceptional collections. The role seeks to fulfil our strategic vision to be a world-class centre for the cross-disciplinary study of humanity through material and visual culture, and to critically address the Museum's history and its collections. The Research Fellow will be part of an active and engaged group of leading researchers within the museum and conduct advanced heritage science (including biocultural heritage), conservation science and archaeological work. The post holder will carry out and publish independent research within the general field of biocultural heritage. The post holder will be fully supported in accessing collections and displays for research purposes, as well as access to specialist equipment held across the University as part of the OCHRE partnership.

Responsibilities

- The post holder will carry out and publish independent academic research within the general field of biocultural heritage.
- Present papers at conferences and represent the PRM within existing and new research networks and project partnerships
- Assist with reviews of the museum's permanent displays and interpretation in your specialist area of expertise
- Deliver and support some Public Engagement with Research activity in the Museum
- Develop funding applications to research councils and other funding bodies
- Help answer research and student enquiries to the museum in biocultural heritage
- Any other duties as agreed with the Head of Curatorial, Research & Teaching

Other duties

- 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 some sixty staff and over 500,000 visitors a year. The Pitt Rivers Museum is accessed through the University Museum of Natural History and opens daily Monday – Sunday and Bank Holiday Mondays 10 – 5.00pm.

For more information please visit: <https://www.prm.ox.ac.uk/>

Selection criteria

Essential selection criteria

- Hold a PhD in geography or closely related discipline, with relevant research experience appropriate to career stage
- Track record of research publications or demonstrable promise of such
- Track record of success in funding applications, or having acted as PI or Co-I on a previous successful project application
- A coherent plan of independent research for the Fellowship, including planned outputs
- Excellent communication skills, including the ability to write for and speak to a variety of audiences, and to represent the museum effectively

Desirable selection criteria

- Experience of museum-based research

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>

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>