

Job description and selection criteria

Job title	Collections Manager (Earth Collections)
Division	Gardens, Libraries and Museums (GLAM)
Department	Oxford University Museum of Natural History
Location	Museum of Natural History, Parks Road, Oxford, OX1 3PW. Given the nature of the role the work will be predominantly on site.
Grade and salary	Grade 6, £30,502 – £36,386
Hours	Full-time (36.5 hours per week). Part-time applications (minimum 0.8 FTE) will be considered.
Contract type	Fixed-term (2 years)
Reporting to	Head of Earth Collections
Vacancy reference	
Additional information	If you require the job description in an alternative format please contact the Acting Head of Operations: laura.ashby@oum.ox.ac.uk , 01865 272966. For questions about the job itself contact the Head of Earth Collections: eliza.howlett@oum.ox.ac.uk , 01865 272951.

Introduction

The Museum of Natural History

Oxford University Museum of Natural History was opened in 1860 and houses the University's extensive scientific holdings of natural history, which are used for research, teaching, and public engagement with science. The holdings are currently organised into three collection areas: Earth, Life, and the library and archives. The Museum is 'Designated' by Arts Council England as having collections of national and international importance, and these comprise around 7 million specimens that are second in importance only to the national collections. The building, which is Grade 1-listed, is regarded as one of the finest examples of Victorian architecture in Britain, with its glass roof supported by iron columns, and internal decoration that has a strong association with the Pre-Raphaelite art movement.

The Museum is one of the most visited science museums in the UK with over 800,000 visitors per year, including over 40,000 school visitors, making it the most popular non-national science museum in the UK and the second most visited university museum globally (behind the Ashmolean Museum).

The Museum places equity in science at the core of its ethos and is an Athena SWAN Silver Award holder.

For more information about the museum, please visit: www.oumnh.ox.ac.uk.

Gardens, Libraries and Museums

The Gardens, Libraries and Museums (GLAM) are composed of six departments that collectively hold the University's major collections: the Bodleian Libraries, the four museums – Ashmolean, History of Science, Natural History and Pitt Rivers – and the Botanic Garden & Arboretum. Both individually and collectively, the collections are integral to the delivery of the University's strategic aims of teaching, research and public engagement. Whilst each collection maintains a distinct individual identity, GLAM also works collectively to ensure sustainability and develop storage solutions.

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

About the University of Oxford

The University of Oxford aims 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. 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.

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Overview of the role

The Collections Manager will work across the full range of palaeontology, mineralogy and petrology but with a particular emphasis on the vertebrate palaeontology collections. The post holder will be responsible for managing the storage, conservation and rationalisation of collections to ensure their long-term preservation and usefulness; documentation, digitisation and imaging of collections; developing the collections through new acquisitions; and facilitating enquiries, research visits and loans.

The post holder will work as part of a team to develop new exhibitions and displays, and will participate fully in the museum's outreach and public engagement programme. It is expected that the post-holder will co-ordinate with the Development Office to generate income through applications for external grants and other fund-raising opportunities. The post-holder will also have opportunity to develop her/his own collections-based research. Some of the Earth Collections are in off-site stores, so a driving licence would be an advantage.

Responsibilities

Collections management

- Work flexibly across Earth Collections but have an emphasis on management of the vertebrate palaeontology collections
- Manage the storage, conservation and rationalisation of the collections to ensure their long-term preservation and usefulness in research, teaching and display
- Manage collections documentation, including object entry, acquisition and accessioning, location and movement control, inventory, cataloguing, object exit and use of collections, in line with museum policies and sector standards
- Enhance the collections through new acquisitions, e.g. through managing gifts, bequests and field collection
- Facilitate research visits, and manage research and exhibition loans
- Answer enquiries from researchers and the wider public, and operate an efficient specimen identification system in response to enquiries
- Raise the profile and use of the collections by the public, the University of Oxford and the wider professional and amateur palaeontological community
- Act as a Radiation Protection Supervisor

Public engagement and teaching

- Work within teams to develop new displays and exhibitions, selection of specimens, writing display text, and advising on mount-making and specimen installation
- Develop and deliver outreach and public engagement in science activity to all age groups
- Support Higher Education courses with provision of specimens from the collections

Digital

- Enhance digital accessibility of the collections, including working with the Digital Collections Manager to add to and improve the data held in the Collections Management System
- Manage the capture, storage and access to digital images of the collections, including 3D surface scan data

- Write content for the museum website and other social media, including the museum blog, Twitter, Facebook, TikTok and Instagram

Project management

- Devise projects to develop all aspects of the collections (e.g. documentation, digitization, conservation and collections moves), and prepare funding applications
- Manage and deliver collections projects, including managing project budgets

Management of interns, placement students and volunteers

- Manage interns, placement students and volunteers, including recruitment, planning work, training and reviewing performance

Liaison and networking

- Sit on internal bodies such as Collections Group, Axiell EMu Working Group, Health and Safety Committee and Public Engagement Group
- Represent the museum on relevant professional bodies, both national and international
- Network nationally and internationally with other museum professionals and outside agencies
- Engage with collectors and special interest groups, including delivering behind the scenes tours

Research

- Undertake and publish collections-based research in a relevant discipline (i.e. vertebrate palaeontology, museum studies), and communicate research findings at conferences

Selection criteria

Essential

1. Undergraduate degree in Earth Sciences, Biological Sciences, Natural Sciences or a related discipline
2. Excellent knowledge and understanding of vertebrate palaeontology
3. Track record of collections-focused museum work
4. Knowledge and understanding of best practice within the museum sector
5. Very good IT skills, and a track record of working with collections management systems such as Axiell EMu
6. Experience of delivering activity relating to public engagement in science
7. Proven ability to manage and prioritise a varied and busy workload and to work to deadlines
8. Excellent team working skills, with evidence of working effectively as part of a multi-disciplinary team
9. Conscientious, well organised, self-motivated and with a strong work ethic
10. Can-do attitude, with a willingness to step-up and help others, perhaps outside of their normal responsibilities, to get the job done

Desirable

1. Postgraduate degree in museum studies or palaeontology
2. Expertise in Mesozoic and/or Pleistocene vertebrates
3. Track record of obtaining funding for museum and/or research projects
4. Track record of project management
5. Knowledge and understanding of modern imaging techniques relevant to fossil vertebrates
6. Knowledge and understanding of potential hazards in geological collections

7. Full driver's licence

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 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.

Given the nature of the post, a Basic Disclosure and Barring Service (DBS) check will be required for the successful candidate.

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 (OHS), 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
- Driving on University business
- Working with ionising radiation
- Regular manual handling

- Work with any substance which has any of the following pictograms on their MSDS:



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.

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 all academic and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic-related staff in posts at **Grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees 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 **Grades 1–7** 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

The Museum of Natural History welcomes and encourages applications from all backgrounds, and equality of opportunity is a key principle of the museum's strategic plan (<https://www.oumnh.ox.ac.uk/about>).

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.