



Museum of
**Natural
History**



Job title	Maintenance Technician
Division	GLAM (Gardens Libraries and Museums)
Department	Oxford University Museum of Natural History
Location	Parks Road, Oxford, OX1 3PW
Grade and salary	Grade 3 £19,612 - £22,417
Hours	Full time – Part time minimum 0.8 FTE will be considered
Contract type	Permanent
Reporting to	Peter Johnson, Building Manager
Vacancy reference	151427
Additional information	Available from July 2021



Introduction

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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.

Oxford University 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 Print & Digital. 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 pillars, and internal decoration that has a strong association with the Pre-Raphaelite movement.

The Museum is one of the most visited science museums in the UK with around 850,000 visitors per year, including over 37,000 school visitors, making it the most popular non-national science museum in the UK and the second most visited university museum in the world (behind the Ashmolean). The public engagement team have a national reputation for excellence and innovation and offer a wide range of programming to a diverse audience base from under 5s through to older learners. The public engagement team works closely with the collections, research and operations teams to deliver the museum's ambitious strategic plan.

The museum programmes a series of contemporary science and society exhibitions. This series aims to connect the research power of academic departments with the University of Oxford with the very large audiences visiting the museum. This connection between research and the public is enabled by the third distinctive ingredient – the multiple award-winning public engagement team of the museum, in partnership with public engagement officers embedded within the departments. Together, these three components provide the University of Oxford with a unique combination of capabilities and opportunities for public engagement in research. Each interdisciplinary exhibition is based around a theme relating to the science of the natural environment that aims to draw together different strands of research from across the academic divisions, preferably in an area that has societal relevance or controversy and aims to make

complex concepts and datasets accessible to the general public in a balanced but authoritative way.

Earth Collections. There are in excess of 350,000 fossil specimens in the museum, including over 4,700 type and figured specimens. Of particular importance are the Early Palaeozoic invertebrates, the Jurassic vertebrates (including dinosaurs and marine reptiles) and Lyell's Tertiary molluscs. The collections also include around 33,000 minerals, meteorites and gemstones, and 100,000 petrological specimens of worldwide provenance.

Life Collections. Five million entomological specimens, with 30,000 catalogued types, constitute a globally leading entomology collection. They include major historic British collections, and foreign collections covering most orders, but are particularly strong in Old World butterflies, cockroaches and bees. There is also the important Pickard-Cambridge spider collection. The other zoology collections contain an estimated 300,000 specimens, including over 1,000 type and figured specimens. Most important are the worldwide collections of mammals, birds, and crustaceans, and internationally significant collections of other marine invertebrates. The Life Collections include historically and scientifically important material collected by the Tradescants, Darwin, Wallace and Livingstone. Only a small part of the collections is on public display in the museum court, and the majority of specimens are held in a variety of onsite and offsite stores.

Print & Digital. The archives contain internationally important material relating to the development of natural history, particularly geology and entomology, from the Enlightenment through the 19th century and into the 20th.

Current research within the museum includes is centred on four themes: animal origins, arthropod evolution, digital morphology, and heritage, culture and society. Related collections-based research is also undertaken in the nearby Department of Earth Sciences (www.earth.ox.ac.uk), the Department of Zoology (www.zoo.ox.ac.uk) and the School of Archaeology (www.arch.ox.ac.uk).

The collections are intensively used by the UK and international research communities, and in a typical year the Museum lends 5,000-9,000 objects to global institutions for research, whilst receiving 100 research visits and answering 450-500 research enquiries.

For more information please visit: <http://www.oumnh.ox.ac.uk>

Gardens, Libraries and Museums Division (GLAM)

GLAM comprises the Bodleian Libraries, four museums (Ashmolean, History of Science, Natural History, and Pitt Rivers), and the Botanic Garden and Harcourt Arboretum. These are the major collections of the University and comprise one of the finest groups of university collections anywhere globally, collectively attracting over 3 million visitors per year. Whilst in their own way they provide services to the academic community (and others), they are also directly engaged in the academic endeavour of the University, including research and teaching.

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

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

Maintenance Technician

Overview of the Role

The Maintenance Technician provides invaluable support across all aspects of maintenance within a very busy public building, open to the public 362 days a year with an exciting programme of public engagement and commercial activity. The Maintenance Technician is involved with the busy exhibition programme assisting with the installation and decant of both temporary and permanent exhibits. The role requires a working knowledge of Health & Safety regulations and an appreciation of the joys and restrictions of working within an iconic Grade 1 listed building.

Maintenance Duties:

Provide judgement whether the maintenance issue can be dealt with locally or reported, using Facility Net, directly to University Estates. Examples of general skills required.

- Woodwork / joinery skills
- Electrical knowledge, rewiring plugs, extension leads, changing fuses and, under supervision, installation of low volt display lighting.
- Monitor and replace LEDs and fluorescent tubes throughout museum.
- Painting and decorating
- Erecting and maintenance of scaffolding and ladders.
- Clearing drains and gutters throughout museum buildings.
- General clearing-out duties: disposal of surplus wood and Collection's rubbish e.g. broken furniture, dismantled displays etc. and skip filling.
- Portable Appliance Testing both annual test approx. (6 week duration) and ongoing testing of newly acquired equipment.
- Maintenance of the fabric of the building, including floor masonry, doors and windows.
- Fixtures and fittings: putting up shelves, coat hooks, cupboards, maintaining locks and doing general repairs.
- Hanging wall mounted specimens and art works
- Moving display cases and large specimens within the Museum using mechanical aids, lifting equipment and safe manual handling practises.
- Any other duties that might reasonably be expected by the line manger

Selection Criteria

Essential

- Excellent woodworking skills and experience using standard workshop equipment
- General maintenance skills with excellent eye for detail
- Electrical knowledge
- Good knowledge of Health & Safety and Risk Assessments
- Excellent communication and IT skills
- Good time management skills with the ability to prioritise tasks, keeping the relevant people informed of progress.
- Ability to follow instructions and work to deadlines, recognising when assistance is needed and asking pertinent questions
- Driving license

Desirable

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

For further details please contact Peter Johnson, peter.johnson@oum.ox.ac.uk 01865 282952

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

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

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

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

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, 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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.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 www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/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.