

Job description and selection criteria

Job title	Documentation Assistant
Division	Gardens, Libraries and Museums (GLAM)
Department	Museum of Natural History Museum
Location	Museum of Natural History Museum, Oxford
Grade and salary	Grade 4 : £22,017 - £25,48265 pro-rata
Hours	Part time (0.5FTE)
Contract type	1 year
Reporting to	Head of Print and Digital Collections
Vacancy reference	136960
Additional information	



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

Gardens, Libraries and Museums

The Gardens, Libraries and Museums (GLAM), a group of six departments led by the Pro-Vice-Chancellor (GLAM), comprises the University's major collections: the Bodleian Libraries, the four museums – Ashmolean, History of Science, Natural History, and Pitt Rivers – and the Botanic Garden & Harcourt Arboretum. Both individually and collectively, the collections are integral to the delivery of the University's strategic aims of teaching, research and widening participation. Whilst each collection maintains a distinct individual identity, GLAM also works collectively where practicable to ensure sustainability and consistency of standards.

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

University Museum of Natural History

Oxford University Museum of Natural History 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 organised into three collection areas: Earth, Life and Archives & Library. 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 on-site and off-site stores. The Museum is 'Designated' by Arts Council England as having pre-eminent 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 neo-Gothic architecture in

Britain, with its glass roof supported by iron pillars, and the internal decoration has a strong association with the Pre-Raphaelite movement.

Earth Collections. There are in excess of 350,000 fossils in the museum, including over 4,700 type and figured specimens. Of particular importance are the Lower 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. An estimated five million entomological specimens, with 20,000 catalogued types, constitute one of the internationally leading entomology collections. They include major historic British collections, and foreign collections covering most orders, but are particularly strong in Old World Lepidoptera. There is also the large Pickard-Cambridge spider collection. There are an estimated 300,000 specimens from other animal groups, 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.

Archives & Library. The archives contain internationally important material relating to the development of natural history, particularly geology and entomology, from the Enlightenment through the 19th Century.

Current research within the museum focusses the Cambrian explosion and the evolutionary significance of Palaeozoic Lagerstätten (Duncan Murdock, Imran Rahman, Derek Siveter, Paul Smith), entomological taxonomy and ecosystem services (Charlotte Inchley, Darren Mann), crustacean taxonomy and systematics (Sammy De Grave, Sancia van der Meij), metamorphic petrology and thermobarometry (David Waters), and environmental archaeology (Mark Robinson). Related collections-based research is also undertaken in the adjacent Department of Earth Sciences (www.earth.ox.ac.uk) and the Department of Zoology (www.zoo.ox.ac.uk)

For more information about the museum please visit: <http://www.oum.ox.ac.uk>

Job description

Overview of the role

Introduction

We are seeking a detail orientated and highly organised team player with good documentation skills to assist with the documentation of the collections at the Oxford University Museum of Natural History in accordance with Museum Accreditation and SPECTRUM documentation standards.

This role will primarily involve working with digital documentation records to improve the quality of object and archive catalogue records by checking their validity, consistency and completeness. Duties will also include working with images and other digital surrogates and related metadata. Overall the post holder will be assisting the Digital Collections Manager with the implementation of the Museum's newly integrated Collections Management System (KE EMu).

The successful candidate will have first-rate IT skills and experience working with museum or archive documentation. Familiarity with museum documentation standards and collections management systems is essential, with direct experience using KE EMu, desirable.

Responsibilities/duties

Specific Duties

- Assist with an audit of current collections documentation and digital surrogates
- Improve the quality of catalogue records and associated digital surrogates by checking the validity, consistency and completeness of the metadata.
- Assist in creating and implementing collections thesauri
- Assist in drafting procedural guidelines and manuals
- Assist with reconciliation of documentation and creation of object and collection history files
- Assist with the development of web interface and publication of collections data to the web e.g helping to carry out user studies
- Participate in public engagement activities in the Museum, as appropriate for collections staff

Selection criteria

Essential

1. Experience of museum documentation standards e.g. Museum Accreditation, SPECTRUM and/or ISAD(g) standards
2. Experience working with imaging technologies and digital image metadata
3. Excellent IT skills with experience using MS Excel
4. Experience using collections management systems
5. Very good organisational and record keeping skills
6. Attention to detail
7. Ability to work productively in a team environment, as well as independently

Desirable

1. Knowledge of, and experience working with Natural History collections and/or archives
2. Familiarity with the KE EMu collections management system.

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about_the_university/jobs/research/

www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post. (Customise this statement to confirm the document(s) you would like the applicant to attach. See "[selecting the appropriate application form](#)" in our online guide to writing effective adverts). The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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 owing to the fact that he or she has 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 departments and this letter **must** be attached to any application they submit.*

Full details of the priority application process are available at:

www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.