



Job title	Conservation Assistant
Division	ASUC
Department	Museum of Natural History
Location	Parks Road, Oxford, OX1 3PW
Grade and salary	Grade 3: £17,503 - £20,172
Hours	Full time (36.5 hours per week)
Contract type	Temporary/ 6 month Fixed-term (funded by PRISM)
Reporting to	Bethany Palumbo, Conservator of Life Sciences
Vacancy reference	106820
Additional information	

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit www.ox.ac.uk

ASUC Division

The Academic Services and University Collections (ASUC) Group, under the Pro-Vice-Chancellor (Research ASUC) is responsible, in conjunction with their respective governance committees, for the Bodleian Libraries, the Language Centre, and the University's museums and Botanic Garden. ASUC exists to represent these and to coordinate related budgets, policy and strategy, in support of the University's academic, research and teaching activities, and its heritage and legal responsibilities.

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

University Museum of Natural History

The Oxford University Museum of Natural History was founded in 1855 and houses the University's extensive scientific holdings of natural history which are used for research, undergraduate teaching, and public display in the Museum Court. The holdings are organised into four separate Collections: Entomological, Geological, Mineralogical and Zoological Collections. Only a small part of the Collections is actually 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 the Museums and Galleries Commission as having collections of outstanding importance, and accredited by Arts Council England.

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

Job description

Overview of the role

A Conservation Assistant is required to work with the Conservator of Life Sciences on preventive and remedial conservation treatment of a variety of zoological display specimens during the museum's 2013 renovation. This includes osteological and taxidermy specimens.

Responsibilities/duties

- Conducting condition reports, treatment proposals and treatment records for specimens, including quality photography
- Assisting in the remedial conservation of zoology specimens, as required
- Detailed recording keeping of all conservation activities
- Writing and maintaining of the Conservation Activities Blog

Selection criteria

Essential

- Qualification in Conservation or practical experience in the conservation of Natural History collections
- Well-developed skills in the examination, evaluation, treatment and documentation of conservation treatment to specimens.
- Good IT skills: in particular MS Office, Adobe products
- Excellent photography abilities, including the processing of photographs

Essential/Desirable

- Familiarity with bone and ivory materials
- Good understanding of conservation ethics and responsibilities
- Good organizational and time management skills
- Good inter-personal skills.
- Self-motivated and enthusiastic and flexible in approach
- Ability to work alone but also as part of a small team

- A demonstrable interest in and enthusiasm for historical natural history collections will be an advantage.

The postholder will be trained in the Health and Safety procedures relating to the safe use of formalin and industrial methylated spirit, and in manual handling in relation to the movement of specimen jars and other containers.

Working at the University of Oxford

For further information about working at Oxford, please see: http://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 detail 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. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been 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 8th March 2013.

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.*

The priority application date for this post is 12 noon UK time on 1st March 2013

Full details of the priority application process are available at:

<http://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.