



BODLEIAN
LIBRARIES
UNIVERSITY OF OXFORD



Job description and selection criteria

Job title	Preventive Conservator
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Weston Library, Broad Street, Oxford, OX1 3BG
Grade and salary	Grade 7: £33,309 - £40,927 per annum
Hours	Full time (37.5 hours)
Contract type	Fixed-term until February 2023, Maternity Cover
Reporting to	Head of Conservation and Collection Care
Vacancy reference	156012
Additional information	<p>THIS POST COULD BE CONSIDERED AS A SECONDMENT OPPORTUNITY</p> <p>Please discuss secondments with your line manager in the first instance, as you must have their agreement that you can be released for a secondment before you submit an application. For more information please go to: https://hr.admin.ox.ac.uk/secondments</p> <p>You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). CVs alone will not be considered.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday on Monday 28 February 2022.



**MINDFUL
EMPLOYER**



Introduction

The University

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.



Radcliffe Camera in Radcliffe Square

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 (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

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

The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

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

Conservation and Collection Care Department

The Conservation and Collection Care department has 19 members of staff including book, paper and preventive conservators working to preserve, stabilize and improve access to the Bodleian Libraries' collections through preventive activities, conservation treatments and research. The department plays a significant role in supporting the ongoing programmes of digitization, exhibitions, public engagement and teaching. For more information visit [Conservation and Collection Care | Bodleian Libraries \(ox.ac.uk\)](http://www.bodleian.ox.ac.uk/conservation)

For more information please visit: www.ox.ac.uk/department

Job description

Overview of the role

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive post holder, who is taking a period of maternity leave. The post is available until 24th February 2023.

The role holder will carry out and provide specialist advice for preventive conservation operations across the Bodleian Libraries, working in collaboration with library stakeholders, as agreed with the Head of Conservation & Collection Care. These operations include, but are not limited to, environmental monitoring, emergency response, pest management, collections maintenance, packaging, transport, handling and surrogacy. Bodleian's Preventive Conservator will schedule projects, allocate staff resources, devise and implement training, and manage the section's budget in liaison with the Head of C&CC. The post will have line management responsibility for preventive technicians, interns and volunteers. The role holder will be called upon to provide specialist advice both within the Bodleian Libraries and to a wider audience.

Responsibilities

1. Manage Preventive Conservation operations, including line management of 2 part-time assistant conservators and group of 5 volunteers; allocate work, monitor projects to guarantee that tasks are completed on time and to agreed standards, and ensure that the workload is fairly distributed; take responsibility for the recruitment, induction and development of staff members.
2. Provide authoritative advice on preventive conservation issues for Bodleian Libraries' collections on display, in storage or in transit.
3. Contribute to the management, maintenance and development of Bodleian's environmental monitoring systems, in liaison with OU Estates and the Bodleian Libraries Estates Projects Officer. Monitoring and regularly reporting on temperature, relative humidity, light, pests, vibration and pollutants.
4. Develop strategies to maintain the appropriate environmental conditions for collections both in storage and on display. In addition to established monitoring programmes, this might include materials testing for collections on display and storage - to ensure that transport, storage and display environments are not compromised by the presence / production of harmful compounds.
5. Manage, maintain and develop the Libraries integrated Pest Monitoring Programme (IPM).
6. Purchase, maintenance and calibration of preventive equipment and to manage and carry out emergency equipment inventories.
7. Manage the preventive budget in liaison with the Head of CC&C.
8. To coordinate and carry out salvage operations in the event of emergencies that threaten collections. Review salvage procedures and provide training to Bodleian staff who may be called upon to participate in salvage operations.
9. Coordinate and carry out collection maintenance activities, for example, surveys and housekeeping activities.
10. To manage and implement general Preventive awareness training for staff and external clients. This may include object handling, mould identification, housing and general awareness about our Preventive operations.
11. To manage the volunteer program which assists with basic housing jobs and develop this program to fit the needs of the Bodleian Libraries' collections, in liaison with curators and librarians.
12. Implement surveys and other data gathering for collections and sites, liaising with library staff involved in or affected by these projects and operations
13. To write or contribute to the writing of policies and procedures involving the preservation of collections at Bodleian.
14. Occasionally deliver papers, publications or posters on selected aspects of their work.
15. Maintain effective communication concerning preventive activities with C&CC colleagues, line managers and other sections and departments within the library.

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 Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria

Essential selection criteria

- Recognised professional qualification in conservation with an emphasis on preventive conservation, and/or experience of collections care and preventive conservation activities in a library or similar context.
- Practical experience of Hanwell environmental monitoring equipment for temperature, relative humidity and light; ability to gather and interpret this scientific data in report and graph form.
- Highly developed communication and interpersonal skills, including the ability to negotiate effectively and to impart information appropriately to staff at all levels.
- Proficient at managing multiple priorities, with an ability to problem solve and remain flexible while meeting deadlines. Demonstrable experience of working effectively in pressured situations.
- Ability to work collaboratively as part of a small team and to manage staff, interns and volunteers.
- Work independently in a highly organised, accurate, and productive way but aware of own limitations and willing to seek guidance when these are reached.
- Demonstrated computer literacy, highly proficient in use of common PC packages including word-processing, spreadsheets and databases. Ability to record all work to an agreed standard and to write and produce precise written, electronic and photographic records and reports.

Desirable selection criteria

- Achieved PACR accreditation from Icon, or actively working towards PACR

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: <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
- Work in hot or cold environments
- Regular manual handling
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



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 <https://www.jobs.ox.ac.uk/pre-employment-checks>.

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 required to complete and upload a supporting statement which explains how you meet the selection criteria for the post.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

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, we will be unable to consider your application for this role.

The inclusion of the supporting statement is **a mandatory step** in the online application process. Please note that CVs (**on their own**) will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

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

All applications must be received by **12:00 midday (GMT/BST)** 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 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.

If you are a priority candidate, please ensure that you:

- attach your redeployment letter to your application (or e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*
- explain in your supporting statement how you meet the selection criteria for the post.*

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 <https://hrsystems.admin.ox.ac.uk/recruitment-support>. 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.

Relocation

At the moment, the Bodleian Libraries 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: 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. From 1 October 2017, 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/revisedejra/revaim/.

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

From 1 October 2017, 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.

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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 <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 website 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 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.