



Job Description

Job title	Collections Assistant (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
Grade and Salary	Grade 5: £32,108 - £37,338 per annum
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	Collections Manager (Earth Collections)
Vacancy reference	189184
Additional information	You are required to submit a CV and a Supporting evidence form with your application , outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).

	We are committed to ensuring that our recruitment processes are inclusive and accessible to all applicants. If you require the job description or any other application materials in an alternative format, or if you would like to request any adjustments to support you with any part of the application process, please contact the recruitment team at recruitment@glam.ox.ac.uk. Further information about the accessibility of our buildings and facilities can be found in the https://www.accessguide.ox.ac.uk/
Closing date	12.00 midday GMT, Friday 6 th November 2026

The role

Introduction

The Collections Assistant will assist with the management and development of the Collections across the full range of geological materials, including rocks, minerals and fossils. The post-holder will be responsible for documentation, imaging, databases and managing collection volunteers and will facilitate research visits and loans. The post-holder will also participate as part of a team to develop new exhibitions and displays, and will participate in the museum's outreach and public engagement programmes.

Responsibilities

The Collections Assistant has responsibility for:

Collections Management

- Administering geological collections in line with both University and Museum policies (e.g. loans, acquisitions, disposal)
- Assisting with conservation duties
- Cataloguing acquisitions, including the digitisation of records of existing collections and of new specimens
- Utilising the Collections Management System to develop and enhance digital accessibility to the collections, including the management of digital documentation systems and digital image capture and processing
- Facilitating loans from the collection; engaging with potential borrowers
- Handling enquiries from researchers and the public promptly and effectively
- Collections documentation and management
- Raising the profile and use of the collections
- Expansion of the collections in line with the Acquisitions Policy
- Contributing towards the accessibility of collections
- Following protocols to ensure the security of, and safe access to, the collections
- Representing Collections on internal museum working groups

Exhibitions

- Involvement in the design and production of relevant temporary and permanent displays, selection of specimens, and specimen labelling

Public Engagement and Museum Education

- Delivery of public engagement activity, particularly to adult groups, both on- and off-site, including at weekends where appropriate
- Provision of collections expertise to the Public Engagement team
- Collaboration with Public Engagement team projects
- Facilitate use of the collections by students

Management of interns, volunteers and researchers

- Co-ordination and management of collection volunteers and students
- Facilitation of researchers

Management of funding

- Input into projects to improve the collections (e.g. documentation, storage, access, research)
- Contributing to grant applications and proposals; providing collections details and specification of equipment to be used as directed

Digital

- Use of the collections management system (Axiell Emu)
- Manage the acquisition, storage of, and access to digital imagery relating to the collections
- Writing additional materials and articles for the website and other online media

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 Museum of Natural History 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

1. Track record of collections-focused museum work
2. Excellent knowledge and understanding of general geology

3. Identification skills for geological material
4. Understanding of taxonomy, stratigraphy, rock and mineral classification
5. Excellent team working skills, with evidence of working effectively as part of a multi-disciplinary team
6. Very good IT skills and a knowledge and understanding, with accompanying track record of working with collections management systems
7. Knowledge and understanding of modern imaging techniques relevant to geological collections

Desirable selection criteria

1. Degree in geology or a relevant discipline, or equivalent museum experience
2. Understanding of hazards in geological collections and their accompanying legislation (e.g. CAR 2012, REACH 2013, IRR 2017)
3. Good knowledge of collections relevant legislation (e.g. laws surrounding SSSI designation and use, land ownership, rock and fossil collecting)
4. A full, clean driving license

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 (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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, 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
- Work in hot or cold environments

- Working with Ionising Radiation
- Regular manual handling

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



Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to access to Museum collections.

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 and we rank first in the UK for university spin-outs, and 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.

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 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 850,000 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 Oxford's 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 (GLAM) Division

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: <https://www.glam.ox.ac.uk/home>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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 evidence form. The Supporting evidence form 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.

Please note that if you do not upload a completed Supporting evidence form and a CV, we will be unable to consider your application for this role.

All applications must be received by **midday** UK time 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 internal candidates

If you currently work at the University please note that as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@glam.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the Oxford University Museum of Natural History 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: <https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/data-protection-policy>

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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 University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability,

gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities.

See <https://www.ox.ac.uk/about/jobs/working-here>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year.

Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See

<https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Contact the University's Staff Disability Advisor at staffdisability@admin.ox.ac.uk for further information.

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>