

OXFORD CONSERVATION CONSORTIUM

JOB DESCRIPTION AND FURTHER PARTICULARS FOR CONSERVATOR, BOOK AND PAPER

One-year, fixed term, with possible extension.

(Reference Number: OCC26000)

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation delivering programmes of collection care to 17 colleges of the University of Oxford, working with library, archive, and picture collections of international importance. OCC are looking for an enthusiastic, collaborative conservator to join our experienced and supportive team of seven experienced book and paper conservators, Icon accredited or working towards accreditation.

The successful applicant will assist the OCC conservation team in delivering interventive conservation treatments at the OCC studio and helping with preservation activities on site in the different college library and archive collections. This role will allow the appointee to develop their skills in practical conservation as well as environmental monitoring, the protection of collections through cleaning and boxing, and the assessment and preparation of items for exhibition. There will be opportunities to learn about the historic collections, to undertake surveys and to work with the member librarians and archivists to help them best preserve and care for their collections. OCC is home to the Chantry Library and Oxford has a thriving conservation community, offering access to established professional networks including the Oxford Conservators Group' and the Centre for the Study of the Book, to support ongoing professional development.

The Conservator will be responsible to the Head of Preservation and Conservation and the Senior Conservators.

Duties and Responsibilities:

1. Assist with the assessment of the preservation and conservation needs of OCC members and with the implementation of work programmes in consultation with the Head of Preservation and Conservation and the Senior Conservators.
2. Carry out conservation treatments on a wide range of book and paper objects held by OCC members in conformity with established principles, Icon code of ethics and maintaining the highest standards.
3. Maintain written and photographic documentation according to agreed studio practice.
4. Undertake condition checks, preparation and mounting of exhibitions.
5. Give advice and guidance to OCC members on aspects of preservation and conservation as needed and as appropriate.

6. Assist with managing and monitoring OCC's premises and liaise with the appropriate authorities to maintain a safe, healthy and functional working environment.
7. Keep abreast of conservation research, new techniques and materials.
8. Carry out such other duties as may be assigned by, or on behalf of, the Head of Preservation and Conservation.
9. Any other tasks, duties and responsibilities not listed above which can be reasonably be expected to be performed or undertaken by a Conservator.

Personal Specification (Applicants should demonstrate the following attributes):

- A recognised qualification in book/paper conservation.
- Knowledge of current professional book/paper conservation standards and issues.
- Proven experience carrying out book/paper conservation treatments and preservation activities.
- Creative problem-solving skills in considering treatment options.
- Excellent manual dexterity.
- Excellent interpersonal skills and the ability to work well in a team.
- Excellent oral and written communication skills.
- Computer literacy; a working knowledge of Word and Excel.
- Good understanding of and interest in library/archive materials.
- Good organisational abilities and the ability to balance a busy workload.
- Responsible attitude and an awareness of security issues.
- Awareness of health and safety requirements, including CoSHH and risk assessments.

Work Environment

The post will be based primarily at the purpose-built Conservation studio but will also involve regular on-site work in collection spaces and historic buildings. The postholder will be expected to work in a range of environments, some of which may present safety-critical conditions. These may include lone working, working at height, working in hot or cold environments, regular manual handling, and work with allergens such as dust. Appropriate training, risk assessments, and safety procedures will be in place, and the postholder will be expected to follow all relevant health and safety requirements.

Salary

Salary will be on the College Unified Pay Scales Grade 5, (£30,378 - £35,608) dependent on level of experience, plus the Oxford Location Allowance, £1,730 per annum.

Pattern and Hours of Work

This post is a fixed-term contract for a period of one year, with the possibility of extension. The successful applicant will work 32.5 hours per week, the normal working

hours will be Monday to Friday 9.00am to 5.00pm with one and a half hours for breaks (although a flexible approach to working hours is required to ensure that the department runs efficiently).

Benefits

- Membership of a pension scheme (OSPS or NEST).
- Free lunch will be provided.
- Use of sports facilities.
- Bus pass purchase scheme.
- Salary sacrifice bicycle/electric car scheme.
- Holiday entitlement of 30 working days, plus Bank Holidays, pro-rata. Restrictions may apply when holiday cannot be taken and some set holiday days must be taken when the OCC is closed.

The College provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and no qualifying period: women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

OCC is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

Applications

Please complete the application form and send it, together with the recruitment monitoring form, to Human Resources, Magdalen College, Oxford, OX1 4AU or email human.resources@magd.ox.ac.uk. Please note that only applicants who have the right to work in the UK are able to apply for this role. If you do not wish your referees to be contacted at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Monday 16th February 2026, with interviews to be held week beginning 2nd March 2026. **Late or incomplete applications will not be accepted.**

Following the initial offer of the position, appointment will be subject to proof of the right to work in the UK.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.