UNIVERSITY OF CAMBRIDGE
MUSEUMS
& BOTANIC GARDEN

Workshop Technician (Stores Move)

museum of archaeology and anthropology

CLOSING DATE: 26 September 2021
Job Reference: JU26194

LOTTERY FUNDED
Supported using public funding by
ARTS COUNCIL ENGLAND
Research England

Workshop Technician (Stores Move)

Salary:
£20,130 per annum rising to £23,067 per annum

Contract:
Fixed Term – 3 years

Location:
West Cambridge and Cambridge City Centre

Faculty / Department:
Museum of Archaeology & Anthropology

Responsible to:
Head of MAA Workshop

Working Pattern:
Full Time

Purpose of the role

In support of the MAA Stores Move project, you will assist in the safe packing and transport of MAA objects to the new store. This will involve construction of boxes, crates and other support and protection structures for objects under the supervision of the MAA Workshop. You will also transfer objects between Museum locations by vehicle.

You will ensure that relevant health and safety guidelines are understood and followed and assist Workshop colleagues in the checking and maintenance of water and fire safety systems. You will actively check safety and functionality of workspaces in each of the offsite stores to ensure staff safety.

Key responsibilities

- Assist in construction of wooden boxes and frames for the safe housing of cultural materials for transport and storage. Inventory box needs and assist in design of transport storage solutions for large, heavy or fragile objects.
- Liaise with the Head of Workshop and/or Move Manager on all matters relating to Health and Safety in relation to workplaces, equipment and work practices. Ensure adequate safety measures are in place and colleagues follow guidelines laid down. Assist in the monitoring and maintaining of safe water and fire systems.
- Assist with loading and unloading of deliveries, including large, bulky and heavy items. Move materials, furniture, deliveries across sites, source supplies, collect materials from local suppliers.
- Undertake general maintenance and repair. Basic construction, painting, alterations and repairs throughout MAA sites using most kinds of plaster, board materials, bricks, blocks, pavers and other building materials. Assist in erection and dismantling of shelving and reconfiguration of internal spaces at the stores through the move process. This may include supervising TES staff.
- Maintain and repair fabric of the buildings, complete identified remedial action required. Maintain and repair departmental equipment and fixtures, inspect the grounds and clear any contractors' debris/leaves, inspect roofs.
- Accompany and liaise with Estates Division staff and contractors who may be undertaking emergency repairs, major repairs and alterations and new installations. Keep relevant staff informed of progress.
- Take responsibility for the good order of tools and equipment used, including responsibility of the work environment and cleaning and routine maintenance of machinery. May include supervising contractors and cleaners. Occasionally explain operating and maintenance procedures to team members and/or others.

Person Specification

Criteria	Essential	Desirable
Experience		
Relevant, current and demonstrable working experience or in a position at a similar level	✓	
Experience of working with archaeological or ethnographic collections		✓
Skills		
Knowledge of all aspects carpentry including types, methods, board materials and working with hand held portable power tools	✓	
Good verbal and written communication skills	✓	
Ability to follow instructions accurately and to form judgements on occasions	✓	
Excellent interpersonal skills with ability to work as part of a team	✓	
Qualifications		
GCSE level standard of education/NVQ level 3 vocational qualification or equivalent level of practical experience	✓	
Additional Requirements		
Current clean driving licence	✓	
HGV License		✓
Awareness of the importance of security in a museum environment	✓	
Appreciation of the role of museums as custodians of often unique, fragile and/or sensitive cultural materials	✓	

The Museum of Archaeology & Anthropology

The Museum of Archaeology & Anthropology (MAA) is one of the most important collections of its kind in the UK. The collections in our care span nearly 2 million years of human history and prehistory, and all inhabited continents, from the archaeology of the Cambridge region to ancient Egypt, and ethnographic artefacts and photographs from Papua New Guinea to the Arctic.

MAA is part of a consortium of eight University of Cambridge Museums and the Botanic Garden (UCM). It is a sub-department of the Department of Social Anthropology and is a key resource for teaching and research, particularly in partnership with the departments of Social Anthropology and Archaeology.

The collections are Designated for their national and international importance, and attract visitors from across the world. We maintain a programme of temporary exhibitions and loans to major exhibitions within the UK and internationally. For information about MAA's staff, collections and programmes see www.maa.cam.ac.uk

Our off-site stores house approximately 250,000 artefacts. The collections are extraordinarily diverse, materially and culturally as well as in terms of size and fragility. They represent the cultural heritage, history and creative spirit of peoples in Africa, the Americas, Asia, Oceania and Europe including the UK, covering the earliest periods of human prehistory to the work of contemporary artists, scholars and activists. We also hold one of the UK's most extensive collections of global textile and costume, substantial Roman sculptures, fragile plaster casts and boats from across the world among many others. They have cultural significance to communities locally and around the world, as well as important research value, and MAA is committed to addressing and exploring their histories, making them available to the widest possible audience. The collections can be searched through MAA's online public catalogue at www.collections.maa.cam.ac.uk

MAA works closely with research partners in the University and beyond, including institutions, communities, artists and practitioners across the world. Current and future projects include collaborative research focusing on West Africa, East, Southeast and South Asia, tracing of the material and intellectual legacies of enslavement across the University and a continuation of the UCM Bridging Binaries tours, which highlight non-normative gender and sexual identities through a range of LGBTQ+ related objects.

The work of documenting, photographing, assessing, packing and moving artefacts to a new home is a key part of MAA's Strategic Aims of increasing and diversifying access to collections and decolonizing practices of knowledge production and care throughout the institution.

University of Cambridge Museums

University of Cambridge Museums (UCM) is a consortium of eight University Museums, including the Museum of Archaeology and Anthropology, and the Cambridge University Botanic Garden. Together, we represent the UK's highest concentration of internationally important collections outside London. With more than five million works of art, artefacts and specimens, the collections span 4 and a half billion years.

The University's collections are a world-class resource for researchers, students and members of the public. The Museums and Garden exist for all. We open up the University's cutting-edge research and marvellous objects for everyone to learn from and enjoy.

We are: the Museum of Archaeology and Anthropology, Cambridge University Botanic Garden, Museum of Classical Archaeology, the Fitzwilliam Museum, Kettle's Yard, the Polar Museum, the Sedgwick Museum of Earth Sciences and the Museum of Zoology. More information about each museum, its collections and activities as well as the work of the University of Cambridge Museums can be found at www.museums.cam.ac.uk

Since 2012, the consortium has been funded by a generous grant from Arts Council England. Our aim is to enable more people to engage with our collections, expertise and research.

We work closely with the University's other collections including the University Library, Colleges and Departments, as well as local and national partners. We are proud to be members of the national University Museums Group and Cambridge Arts and Cultural Leaders.

The Change Makers Action Group (CMAG) is a democratic group of colleagues from across UCM whose aim is to drive diversity and representation within the organization and our audiences. They encourage and create better understanding and representation at every level of our organisations and ultimately make the museums and Botanic Garden more relevant spaces for all people.

Terms of Appointment

Tenure and probation
The appointment will be made on a fixed-term basis for a period of 3 years. Appointments will be subject to satisfactory completion of a three-month probationary period.

Hours of Work and Working Pattern
The hours of work for the position are 36.5 hours per week, working Monday – Friday.

Pension
You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. This entitlement is pro rata in the holiday year of commencement of employment and in the year your employment terminates.

General information

Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:
This role requires a basic disclosure (criminal records) check and security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

Equality and Diversity
We particularly encourage women and candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.admin.cam.ac.uk/offices/hr/staff/ disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.

About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

"Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts."

Stephen Toope, Vice Chancellor 2019

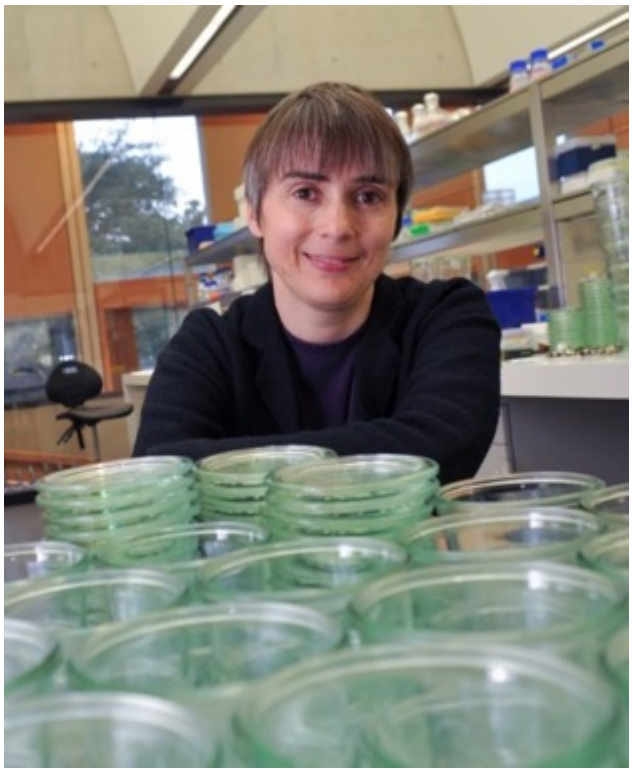
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

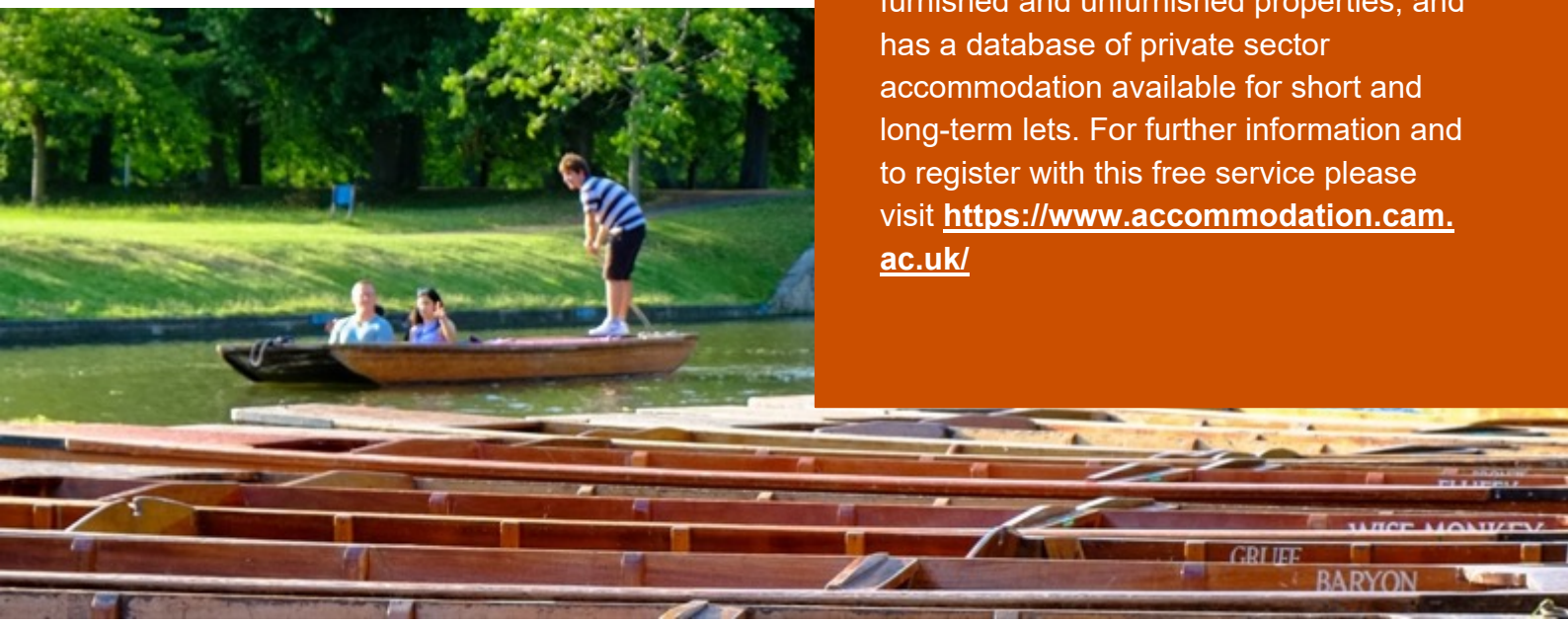
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit **https://www.accommodation.cam.ac.uk/**



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.

What Cambridge can offer

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.cam.ac.uk/

Your wellbeing
The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Festival, and Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system. Please note that previous applicants are advised not to re-apply.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Dr Katherine (Kat) Szabo, Move Manager, at kas95@cam.ac.uk

If you have any queries regarding the application process please contact Faculty HR at hr@hsps.cam.ac.uk
Please quote reference JU26194 in all correspondence.

The closing date for applications is: 26 September 2021.

The interviews are expected to take place during week commencing 4 October 2021.

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