

Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	History Service Manager
Salary:	£50,269-£53,460
Grade:	G13
Hours:	37 hours per week, some Saturday working required
Team:	Libraries and Heritage
Service Area:	Oxfordshire History Service
Primary Location:	Oxfordshire History Centre, St Lukes, Cowley
Budget responsibility:	c.£600,000/year
Responsible to:	Service Manager: Libraries and Heritage
Responsible for:	Line management of Operations Manager, Collections Managers / Senior Archivists, , Conservation Manager
Political Restricted Post:	n/a

Job Purpose

Supporting the work of the council by:

- Working with service and council colleagues to drive forward continuous and innovative improvements and ensure delivery of its priorities, plans, and value to residents.
- Working with service and council colleagues to shape and develop a high performing and inclusive organisation, delivering an excellent History Service for the public, in an ambitious, integrated and sustainable way.
- Forming part of the Heritage Service management team, leading the Oxfordshire History Service management team, and working with other managers across the council to deliver and maintain excellent services and improve our user's experience.
- Implementing the council's performance management framework and being a role model within, across and outside the organisation, in line with council values and behaviours.*

Managing the History Service by:

- Leading a team of paid staff and volunteers to deliver and promote public access to the History Service, and the collections in its care.
- Working with partners to enhance the History Service offer and widen access and participation.
- Delivering the service within available resources and leading in budget planning and management across the service.
- Maintaining and developing high standards of collections care, management and public engagement; applying and maintaining sector best practice and standards.

Ensuring safe and effective operations by:

- Overseeing day to day operations of the Oxfordshire History Service/Centre.

*The post holder will work in accordance with the Council values and competency framework: [Work for us | Jobs | Oxfordshire County Council](#)

Job Responsibilities

- Manage and lead the History Service staff team in delivering on service and council priorities.
- Line manage and lead key officers within the service structure.
- Contribute to the strategic development and planning of the History service, and the wider Libraries and Heritage service; developing local policies and procedures to support the delivery of that strategic direction at service level.
- Provide professional advice to the Head of Libraries and Heritage, senior council officers and elected members in matters relating to work of the History Service.
- Manage, monitor, and report on the History Service budget and key performance indicators
- Seek opportunities for external funding through, for example, income generation, commercial activities, and grant applications.
- Oversee training and development of service staff and volunteers.
- Take a lead role Archive Service Accreditation and the maintenance of sector best practice and standards across the service.
- Develop opportunities to improve access to collections and user engagement with them; including through digital access and social media.
- Direct and support activities related to collections management (including acquisition, cataloguing, conservation, strategic development/rationalisation, digitisation and storage) and the systems and software that underpin practice in this area.
- Respond to enquiries/research requests, and oversee the service's wider handling of enquiries.
- Ensure safe and effective operations of the Oxfordshire History Service; liaising with council colleagues (including, Property, Health and Safety, Finance, ICT and Human Resources).

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Postgraduate qualification in archives management or equivalent	A/D
Strong understanding of current archives and local studies sector best practice and standards; and knowledge of archives and local studies operations and collections	A/I
Strong line management skill and experience	A/I

Good knowledge of conservation and preservation principles, particularly within the context of archives and local studies provision	A/I
Experience of using collections management systems and MS Office software	A/D
Experience of developing innovative and inclusive collections-focused public programming	A/I/P
Experience of budget management and financial monitoring and processes	A/I
Self-motivated with excellent organisation, and decision-making skills	A/I/T
Able to lead, develop and motivate an effective team as well as to work independently	A/I
Excellent communication skills and ability to deliver high standards of written/verbal presentation including talks/tours to a range of audience types	A/I/P
Demonstrates our OCC values of 'Daring to do it differently' and 'Always learning'	A/I
Desirable Criteria	Assessed By:
Knowledge of Oxfordshire's history	A/I
IOSH Managing Safely qualification or equivalent	A/D

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input checked="" type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input checked="" type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input checked="" type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

February 2026