



The  
Fitzwilliam  
Museum  
CAMBRIDGE



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ARTS COUNCIL  
ENGLAND

# Research Associate: Botanical Collections

**Salary: Grade 7**  
£36,024 - £44,263

**Contract:**  
Fixed Term Contract – 2 years

**Location:**  
Cambridge

**Faculty / Department:**  
Fitzwilliam Museum

**Responsible to:**  
Curator, Northern European  
Paintings & Drawings

**Working Pattern:**  
Full Time, Monday – Friday



## Purpose of the role

### Background

The Fitzwilliam Museum was founded in 1816 at the bequest of Richard, Viscount Fitzwilliam, an eighteenth-century collector whose gift to the University included funding for the original building on Trumpington Street which opened to the public in 1848. Since then, the Museum and its collections have continued to grow, thanks to generations of benefactors. Today, it houses over half a million works of art and antiquities from Europe, the Nile Valley, Middle East, South and East Asia, spanning millennia, and has an international reputation for excellence in research, exhibitions and learning programmes.

The Fitzwilliam Museum also has one of the world's most important collections of flower paintings and botanical drawings dating from the sixteenth to the twenty-first centuries, with superb examples by renowned and influential practitioners of the genre. Much of the collection was bequeathed (in 1966 and 1973) by Henry Rogers Broughton, 2nd Lord Fairhaven. During his long and distinguished career at the Fitzwilliam, the late David Scrase, Keeper, Paintings, Drawings and Prints focused more than any previous curator on the research and display of this remarkable collection.

The role holder will continue this research, authoring catalogue records and research publications, and supporting wider public engagement with the collection. They will also build collaborations with colleagues in the University and beyond, as part of a wider initiative Natural History Humanities led by the Collections-Connections-Communities Strategic Research Initiative. This aims to develop a new interdisciplinary field which uses our extensive natural history collections to research relationships between humans and nature and help address global challenges.

This 2-year post is generously funded by the Rick Mather David Scrase Foundation and an Isaac Newton Trust Strategic Research grant. The post holder will spend the bulk of their time at the Fitzwilliam and at the University Herbarium, as well as exploring complementary collections elsewhere in the University.

The post-holder will be knowledgeable about botanical history, and have experience working with flower paintings and botanical drawings, and have an understanding of the wider historical and cultural context. They will also be committed to developing new inclusive and diverse perspectives on these collections.

### Role purpose

The post-holder will lead on researching an aspect of the botanical collection, ensuring improved documentation and accessibility of these collections, working closely with our Documentation and Photography teams. They will have the opportunity to formulate new research projects, building partnerships in the University of Cambridge and beyond, and participating in research networks such as Collections-Connections-Communities. We particularly encourage applicants who will seek to bring new perspectives to these collections, including from under-represented audiences and considering collection histories.

Furthermore, the postholder will have the opportunity to contribute to teaching and to develop skills and experience in museological practice, including temporary displays and exhibitions, in the museum and online. They will support the Curator, Northern European Paintings & Drawings, including with collections enquiries and access, and work with other curators, collections management staff, photographers, documentation experts, conservators, scientists, learning staff and other colleagues across the Museum and the wider University.

## Main duties and responsibilities

1	<p>Research and scholarship</p> <ul style="list-style-type: none"> <li>• Conduct and publish high quality, impactful research, including adding information to the collections database and authoring outputs suitable for the Research Excellence Framework, on the Fitzwilliam Museum's botanical collection, in line with the Museum's Mission;</li> <li>• Develop your research through partnerships within the University of Cambridge, including the Collections-Connections-Communities Strategic Research Initiative, the University of Cambridge Museums, University Library, Departments and other research networks (including CRASSH and Cambridge Visual Culture). Collaborations with other natural history collections within Cambridge is a requirement, and collaborations with other Universities, museums, archives and libraries in the UK and beyond will also be encouraged;</li> <li>• Contribute to developing the Museum's and the wider University's long-term research strategy for its botanical collections, working with the Cambridge University Herbarium and relevant faculties (notably History of Art, History and Philosophy of Science and Plant Sciences) actively researching connections between archives and other museum collections, and highlighting multiple and novel perspectives on the collections and their history;</li> <li>• Be prepared and able to communicate material of a specialist or highly technical nature to non-specialist audiences, and consider methods of engaging audiences around these collections and related research;</li> <li>• Support, with colleagues in the museum and across Cambridge, public programming around these collections;</li> <li>• Plan and manage your own research and administrative activities in efficient and timely fashion.</li> </ul>
2	<p>Curatorial and Documentation</p> <ul style="list-style-type: none"> <li>• Enhance and improve to a high standard and in line with SPECTRUM guidelines, the documentation of the botanical drawings, thereby improving access to the collections, working with colleagues in documentation, digital and IT to add information on appropriate databases, and liaising with photography to ensure high quality images are attached to each record;</li> <li>• Contribute to online content including website, podcasts, blogs and other digital resources;</li> <li>• Support and contribute to the care and security of relevant parts of the collections, including ensuring compliance with accreditation policies;</li> <li>• Respond to public enquiries; facilitate and supervise access to relevant parts of the collections for students, research staff, visiting scholars and the public; liaise with conservation staff regarding object treatment and condition;</li> <li>• Support and contribute to the loan programmes, working with the Registrar (Fitzwilliam Museum), liaising with staff at borrowing institutions, act as courier for national and international loans of collections;</li> <li>• Identify collections and items for acquisition, in line with the Museum's mission and Collections Development Strategy and Policy.</li> </ul>
3	<p>Teaching and Supervision</p> <ul style="list-style-type: none"> <li>• Contribute to the public engagement and teaching responsibilities of the Museum, and collaborating natural history collections;</li> <li>• Assist with the organisation and delivery of seminars, object-handling sessions, gallery visits and lunchtime lectures to Cambridge University students as well as students from other HEPs, scholars, and the broadest possible general public;</li> <li>• Assist with the organisation and delivery of specialist outreach sessions to diverse museum audiences;</li> <li>• Attend relevant training for the role and own professional development.</li> </ul>
4	<p>Other Duties</p> <ul style="list-style-type: none"> <li>• Promote the interests of the Fitzwilliam Museum, and the Cambridge collections generally, upholding institutional values and contribute, as appropriate, to mission, organisational policies and plans including: financial resilience, diversity and inclusion, anti-racism and environmental sustainability;</li> <li>• Liaise with the Development and Communications teams to raise the profile of the collections, research, displays and projects providing information and other support for marketing and press material, events, and media as appropriate;</li> <li>• Provide information and advice and collaborate with Museum partners across the University of Cambridge Museums, liaising and expanding Museum networks within Cambridge and beyond;</li> <li>• Assist the Curator and other colleagues in formulation of strategic Museum policies, as required. They will be expected to contribute to museum policy, and in some cases to national GLAM sector advisory bodies, reviews and consultations;</li> <li>• The role holder will participate in museum meetings and working parties, and contribute to proposals and reports, as appropriate;</li> <li>• They will promote the interests of the Department and the Museum generally</li> </ul>

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
PhD, or equivalent level of knowledge and experience, of working with flower paintings and botanical drawings in their historical and cultural context.	E	
Knowledge and experience of botanical and natural history collections for example herbaria, ethno-botanical collections, or bibliographic material related to botanical history and/or illustration.	E	
Track record of research outputs (e.g. publications, exhibitions, digital resources) related to botanical drawings or flower paintings.	E	
<b>Experience</b>		
Some experience of curatorial work in a museum, library or archives.		D
Proven skill in managing workflow to deadlines.	E	
Experience of the principles and practice of museum documentation.	E	
<b>Skills</b>		
Knowledge and experience of working in a museum, library or archive.	E	
An inter-disciplinary approach to research and commitment to its cross-functional applications, particularly the potential of working across science and humanities methodologies.	E	
Excellent IT and digital skills, notably in terms of databases, and skilled use of IT to improve efficiency and services related to archival collections.	E	
A flexible, supportive and collaborative team-working style combined with professionalism, respect for others, tact, discretion and fair judgement.	E	
Ability to communicate clearly when speaking to a wide range of audiences. Strong digital and presentation skills.	E	
Ability to prioritise and attention to detail.	E	
Ability to develop, establish and utilise internal and external relationships with individuals and institutions.	E	
Excellent command of the English language.	E	
Knowledge of other languages, particularly French.		D
<b>Additional requirements</b>		
Familiar with curatorial and research networks relating to botanical art.	E	
A commitment to inclusion, anti-racism and environmental sustainability.	E	

Direct, hands-on experience of handling relevant works of art/objects.	E	
A commitment to expanding knowledge beyond the role holder's field of expertise.	E	
A mutually supportive and collaborative team working style, combining a "can do" attitude with or without input from colleagues.	E	
Knowledge of the principles and practice of museum documentation.	E	
Ability to travel in the UK and internationally, and to work flexible hours.	E	

## Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C

# Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



## The Fitzwilliam Museum



The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming between 350,000 and 450,000 visitors a year, pre-COVID. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Portfolio Organisation consortium of the University Museums and the Botanic Garden.

# Terms of Appointment

## Tenure and probation

The appointment will be made on a temporary basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working five days Monday – Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### 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 standard Disclosure and Barring Service (DBS) Check and Security Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks whether an outcome is satisfactory will be determined by the University

## Equality and Diversity

We particularly encourage 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 <http://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.

## Working Conditions

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

# 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 world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

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

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 23,000 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 science and technology campus to the west of the city centre, and is 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

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

# 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/RelocationService/>. 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.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# 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 paid emergency leave for parents and carers.

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://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.

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 Henrietta Ward, Curator, Northern European Paintings & Drawings: [hew47@cam.ac.uk](mailto:hew47@cam.ac.uk)

If you have any queries regarding the application process please contact: [hr@fitzmuseum.cam.ac.uk](mailto:hr@fitzmuseum.cam.ac.uk)

The closing date for applications: Sunday 29 September 2024

The interview date for the role: Tuesday 22 October 2024