

Helpdesk Report: Visitor Centre Director

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Visitor Centre Director

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Visitor Centre Director.

2.1.1. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

Museum Manager/Director, whole economy, job level 8

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	22	£42,614	£58,699	£69,000	£56,736

Source: IDR Pay Benchmarker.

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

2.1.2. Other data sources

Appeals/ Fund raising Manager, rank 2

Selection criteria	Lower quartile	Median	Upper quartile
National Range	£48,222	£56,732	£66,944
North East	£45,329	£53,328	£62,927

Source: Commercial survey.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1.Data and summary

Head of Operations - job advertisements

Reference ID	Organisation	Job title	Min	Max	Location
ID641	Oxford University Museum of Natural History	Head of Operations	£50,300	£58,284*	Oxford

*Discretionary range up to £63,673.

3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.

Head of Operations

This is an opportunity to join the senior management team of a dynamic and creative science museum at the University of Oxford. The Museum of Natural History is active across the full range of public engagement, research and university education, and is a valued part of the local and regional community. Its collections date back to the early 17th century, include 7 million specimens, and underpin active research across the University as well as nationally and internationally. In 2019, the museum welcomed over 800,000 visitors. The museum is part of the Gardens, Libraries & Museums of the University of Oxford, which include the Ashmolean, History of Science and Pitt Rivers museums, the Bodleian Libraries, and the Botanic Gardens & Arboretum.

The Head of Operations has primary responsibility for commercial operations, visitor services and facilities management, and maintains an overview of finance and HR. You will work closely with the Director, Deputy Director and other members of the senior leadership team as the museum recovers from pandemic closures and undertakes a major redisplay programme in the public areas. You will lead the visitor services, events, retail and building services teams, which together include over 20 staff members. Overall, the museum has an annual budget of £4m and a staff of over 70.

You will be a creative and collaborative problem-solver as well as an effective and empathetic leader with excellent interpersonal skills and substantial experience of operating in a museum or heritage environment with high visitor numbers. You will be an excellent communicator, be entrepreneurial and have strong analytical skills and judgement in order to undertake data-led decisions. Experience of working in a higher education environment will also be an advantage.

This is a full-time, permanent post and the work will principally be on site. Part-time applications (minimum 0.8 FTE) will be considered.

For informal enquiries about the post, please contact the Acting Director of the Museum, Janet Stott (janet.stott@oum.ox.ac.uk).

Applications for this vacancy must be made online. You will be required to upload a supporting statement, explaining how you meet the selection criteria, a CV, and the names and contact details of two referees as part of the online application. The closing date for applications is **12:00 noon on Monday 3 October 2022** and interviews will be held in the week commencing 17 October.

Contact person:	HR Administrator	Vacancy ID:	156570
		Closing Date & Time:	03-Oct-2022 12:00
Pay scale:	STANDARD GRADE 9	Contact email:	HR@oum.ox.ac.uk
Salary (£):	50,300 - 58,284 per annum with a discretionary range to 63,673		
