### Job description and selection criteria

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Senior Laboratory and Buildings Assistant</th>
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<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences Division</td>
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<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences, Kennedy Institute of Rheumatology</td>
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<tr>
<td><strong>Location</strong></td>
<td>Kennedy Institute of Rheumatology, Old Road Campus, Oxford, OX3 7FY</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 5: £24,298 - £28,982 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time (36.5 hours per week)</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term for 3 years in the first instance</td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Technical Services Manager</td>
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<tr>
<td><strong>Vacancy ID</strong></td>
<td>124012</td>
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</table>
The role

Overview of the role

The Senior Laboratory and Buildings Assistant will report to the Technical Services Manager and help to maintain the building and services required to ensure the effective and smooth running of the Kennedy Institute of Rheumatology (KIR). The job holder will act as alternate to the Technical Services Manager (TSM), deputising for the TSM in his absence and assisting the TSM in the response to and resolution of daily service needs.

You will be directly responsible for lab support services in the building including the cleaning and sterilising of glassware, autoclaving and disposal of laboratory waste and supervising and training other members of staff in this area. You will also contribute to the co-ordination and management of a broad range of essential services and related tasks pertaining to the building as a whole; this will include duties in the goods receipt and despatch section of the building. Full training will be given in the use and maintenance of equipment.

Main duties and responsibilities

- Acting as a Deputy for the Technical Services Manager and cover in his absence.
- To be fully competent in monitoring and responding to the Building Management System and take responsibility for this when the Technical Services Manager is engaged elsewhere or on leave.
- Managing the KIR Building Snagging system, assessing the remedial work required, then assigning it accordingly and liaising with staff to ensure that it is carried out with the minimum of disruption.
- To be responsible for routine testing of the Liquid Nitrogen Room oxygen alarm system.
- To be responsible for routine testing of the Emergency Lighting system.
- Ensuring that BOC liquid Nitrogen and Carbon Dioxide delivery dockets are collected and filed.
- Writing and reviewing Standard Operating Procedures for the facilities team.
- Assisting with responses to help desk requests.
- Assisting with the maintenance of the asset register/equipment inventory.
- Liaising with the Laboratory Manager and the Technical Services Manager on laboratory or equipment issues which may affect the day-to-day working and safety issues within the Institute.
- Ensuring the safe handling, changing and transport of pressurised gas cylinders.
- Undertaking fire marshal duties and weekly testing of fire bells.
- Monitoring liquid nitrogen and CO2 stock levels and ordering as necessary.
- Assisting with cleaning, minor redecorations, moving of heavy equipment or furniture (including gas bottles), keeping the exterior areas associated with the building free from litter and weeds.
- Assisting with any other related duties that may reasonably be required by the Technical Services Manager to ensure the efficient running of the building.
- Being part of the on call rota for building facilities emergencies, via an "on call" mobile phone.
- Managing Autoclave, Glass washing and other lab support services.
- Providing timely and cost-effective services to research staff through:
  - Training and overseeing the Laboratory Assistant in the following tasks:
    - Operation of autoclaves, glass washing machines and maintenance of water softeners.
• Regular collection of laboratory glassware from the laboratories followed by cleaning, sterilising and return to the laboratories.
• Communicating with the research group representatives to ensure the glassware is returned in a timely manner.
• Collection of waste from laboratories followed by treatment and removal to disposal points.
• Arranging for the launder of building lab coats.
• General housekeeping, including keeping the autoclave and wash room clean and tidy at all times and maintaining the stocks of washing reagents.
• Liaising with research staff to ensure that frequently used consumable items are replenished in a timely manner.
• Preparing standard laboratory solutions and media when required.

Receipt and Despatch duties
• Covering the Goods In in the absence of the Goods In Assistant.

General responsibilities
• Ensure compliance with Health & Safety and report any failures, near misses, spillages, breakages etc in a timely manner to the Technical Services Manager.
• Act at all times in the interests of the building to ensure good management practice.
• Undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.
• Conduct yourself professionally and with due regard to the University Equal Opportunities and Data Protection policies.

Additional security pre-employment checks
This job includes the following duties which will require additional security pre-employment checks:
• A satisfactory Disclosure Scotland check due to the nature of the research at the KIR.

Selection criteria
Essential
• Educated to GCSE standard or equivalent (or above) in Maths and English
• Experience of working in a laboratory environment
• Ability to communicate well with a wide range of people with a tactful approach
• Ability to cooperate with colleagues and a flexible approach
• Ability to use initiative, prioritise own work and work independently with minimum supervision
• Ability to seek and follow advice when appropriate
• Self-reliance and self-motivation
• Computer literate with good keyboard skills
• Willingness to complete job-related training
• A reasonable level of physical fitness is essential, as the post will involve the delivery and collection of packages and objects around the building
Desirable

- Experience of a computerised ordering system
- Experience of using autoclave and glass wash machines
- Technical knowledge and experience in building repair and maintenance with previous experience in a similar environment
- Knowledge and experience of Health and Safety issues
- Knowledge and experience in manual handling at work
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is part of the Medical Sciences Division and is one of the largest academic and clinical departments of orthopaedics, rheumatology and musculoskeletal sciences in Europe. The department is based at the Nuffield Orthopaedic Centre (NOC), which is the largest musculoskeletal clinical centre in the UK. We currently employ approximately 320 staff, have a grants portfolio worth £80 million, and an annual turnover in excess of £26 million.

The Botnar Research Centre, on the NOC site, provides a unique setting in which basic science researchers from cell biology, genetics and engineering backgrounds can interact with each other as well as with practising clinicians, and have access to patients. The Institute provides facilities for approximately 200 research staff.

For more information please visit: www.ndorms.ox.ac.uk
The **Kennedy Institute of Rheumatology** is world famous for its discovery of anti-TNF therapy for the treatment of chronic inflammatory diseases like rheumatoid arthritis, which has established the current standard of care and heralded the wider use of biologic drugs to treat chronic diseases. The Institute carries out fundamental research in the fields of immunology, autoimmunity, inflammation, matrix biology and tissue destruction, with a long-term objective of 'translating' this research into clinical application. The major diseases of interest are rheumatoid arthritis, osteoarthritis and inflammatory bowel disease.

The Kennedy Institute was formed in 1965 as the Mathilda and Terence Kennedy Institute of Rheumatology, in London. It is closely linked to the Kennedy Rheumatology Research Trust (KTRR), but also receives funding from numerous sources including Arthritis Research UK, The Wellcome Trust, the Research Councils, the European Commission and a variety of smaller charities.

After a 12 year association with the Faculty of Medicine, Imperial College London, the Kennedy Institute joined the University of Oxford in August 2011, as an independent constituent Institute within NDORMS. The Institute's new building at Oxford opened in July 2013 and provides an outstanding environment for state of the art translational research from basic mechanistic studies to pre-clinical and clinical investigations as well as superb facilities for more than 180 research staff. It is expected to generate an annual turnover of around £15 million and establish itself as a world leading medical research institute. Fiona Powrie has taken the helm of the KIR since October 2014 and brings her vision for integrating an understanding of the microbiome into basic function of the immune system and treatment of gastrointestinal, joint and systemic autoimmune and inflammatory diseases.

The Kennedy Trust for Rheumatology has invested over £6m in equipping the institute. Facilities include flow cytometry with 2 BD Aria sorters and Fortessa and LSRII analysers, mass cytometry with a CyTof, confocal microscopy, two photon laser scanning microscopy, IVIS-CT scanner, bone density scanners and mass spectrometry (in collaboration with Dept. of Medicine). State of the art facilities for microbiome research are also currently under construction. The institute is sited on the Old Road Campus, which includes the Wellcome Trust Centre for Human Genetics, The Jenner Vaccine Institute, the Ludwig Institute for Cancer Research, the Structural Genomics Consortium, the Division of Structural Biology (STRUBI), the Target Discovery Institute (TDI) and the University of Oxford's Big Data Institute (under construction).

For more information please visit: [http://www.kennedy.ox.ac.uk](http://www.kennedy.ox.ac.uk)

**Athena Swan**

The [Athena SWAN Awards](http://www.athenswan.ac.uk) specifically recognise success in developing employment practices to further and support the careers of women in science, technology, engineering, maths and medicine (STEMM) departments in academia. In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles. Within NDORMS, we feel that we have an established culture of equality but are using the process to spur on-going improvement that benefits everyone involved in the Department. Our on-going progress was rewarded in May 2014 with an Athena Swan
Bronze Award and in October 2015 with a Silver Award. Our development in this area has resulted in a number of commitments to our staff, central to which are:

- establishing an open, supportive and family-friendly research environment
- supporting career progression through teaching programmes, personal development reviews and mentoring
- proactive communication of support policies such as flexible working, provision of leave, promotion and career support schemes

NDORMS aims to actively promote the implementation of the University’s **family-friendly policies** to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity, parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.

The University’s **childcare services** support staff with a Childcare Voucher Scheme to help staff save tax and national insurance on childcare costs, offer information on nursery providers and a nursery fee Salary Sacrifice Scheme, work in partnership with playscheme providers to help support families during school holidays and signpost staff to parenting, local authority and other organisations that help support families and parents.

The Department is also committed to ensuring that staff undertaking **part-time or flexible working** receive the same access to benefits and entitlements as full-time staff, including the same opportunities for training and promotion, a pro-rata entitlement to leave including bank holidays and careful consideration of requests to work part-time (particularly for those by staff returning from maternity leave).

For more information please visit:
http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/ and
http://www.admin.ox.ac.uk/personnel/during/flexible/

We are also actively working to uphold the University’s aim of providing an **inclusive environment and equal career opportunities** by promoting equality, valuing diversity and maintaining a working, learning and social environment in which the rights and dignity of all staff are respected. Separate University policies are also in place to ensure **race, disability and gender equality**.

For more information, please visit:
http://www.admin.ox.ac.uk/eop/missionstatement/integratedequalitypolicy/

**How to apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at:

www.ox.ac.uk/about/jobs/supportandtechnical/
If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of **two** referees and indicate whether we can contact them now. You will also be asked to upload a CV and a supporting statement.

**Supporting Statement**

The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education/training, voluntary/community work or during career breaks (such as time out to care for dependants or travel).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education. **We will short list for interview those whose applications best demonstrate that the applicant meets the selection criteria, so it is important that you use your supporting statement to explain clearly, point by point, how you match them.** Please note that a copy of a CV will not be accepted as substitute for a supporting statement.

**References**

Please give the details of people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘college tutor’). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment and of any disciplinary processes which are still considered ‘live’. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) **you must state this explicitly alongside the details of the relevant referee(s).**

If you currently work, or have previously worked, for the University of Oxford, we will also take up a reference from the head or administrator of the previous employing department. This will be in addition to taking references from the referees you have provided.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.
Information for priority candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application.

Once your priority application has been submitted please email personnel@ndorms.ox.ac.uk, disclosing your name and the vacancy reference.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
## Benefits of working at the University

**Training and Development**
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

**For research staff only: Support for Research Staff**
There is a particularly wide range of support for career development for research staff. Please visit [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

**Pensions**
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff (or those relocating from another part of the UK)**
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers’ Club**
The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

**University Club and University Sports Facilities**
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Disabled staff**
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

**BUPA - Eduhealth**
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

**All other benefits**
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).