**Job description and selection criteria**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Deputy Facilities Manager</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
</tr>
<tr>
<td>Location</td>
<td>Old Road Campus Research Building (ORCRB), Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 7: £31,076 - £38,183 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term - 3 years in the first instance</td>
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<tr>
<td>Reporting to</td>
<td>The Building and Facilities Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>129810</td>
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**The role**

The purpose of the post is to assist the Building & Facilities Manager in providing first class technical facilities and working environments for the building’s occupants, and in particular, to take day-to-day responsibility for the support services of the building. The ORCRB comprises approximately 14,000sqm of laboratory and office space for the delivery of internationally leading research into a wide range of clinical therapies and their outcome by approximately 450 people. You will need to establish a close working relationship with the University Estates Services who will be responsible for some elements of maintaining the building.

**Responsibilities/Duties**

You are expected to obtain an understanding of how the building functions in a short space of time and be able to advise departments on the provision of all support services.

Building Maintenance and Repair:

- Management of the building help desk system, responding to building technical requests within a timely and efficient manner to maintain the pristine appearance of the Research Building.
Liaise with the Oxford University Estates Services, their embedded maintenance contractor (currently Interserve FM) and building contractors with regard to repair and maintenance of the building and its services, as required, including reporting faults in an accurate and timely manner to central Estates database.

Responsibility for managing the day-to-day cleaning contract, including cleaning staff Health & Safety inductions.

Responsibility for managing the day-to-day waste services contract for the building.

Operate and understand the Building Management System to interrogate BMS to monitor performance of plant, identify critical alarms, plant failure etc. and take appropriate action to rectify.

Likewise, become competent in adjustments to the digital lighting system.

Technical Support Services:

Oversee the operation and management of complex research facilities within departments such as CL3 laboratories, piped gases and liquids, glass washing and cold rooms. Including, provision of first line maintenance to critical plant.

Manage suitable and adequate provision of cryogenic storage facilities and ensure all safety equipment is regularly tested.

Take responsibility for the maintenance and PAT testing of non-departmental equipment in communal spaces. Including, manage maintenance and safety of catering equipment in ORCRB café facility in collaboration with the catering contractor.

Staff Management:

Line management of the building facilities team of 5 staff, including Building Services Assistants (for routine building maintenance/minor works), goods-in (storage facility) and autoclave operative. This includes completion of the annual personal development review process.

Regularly liaise with the Building and Facilities Manager with respect to all aspects of building operation and its team of support staff.

Manage and participate in specific induction training for the Facilities team.

Health and Safety:

Operate in accordance with current Health and Safety procedures and regulations relevant to laboratory and industrial environment.

Ensure fume cupboards, LEV’s and air-handling systems are correctly calibrated and functioning. Assist the OU Estates Services and contractors in carrying out annual statutory safety checks.

In liaison with Building & Facilities Manager manage a permit-to-work system that includes approval of risk assessments, review of method statements and the supervision of all contractors working in the building.

Assist the Departmental Safety Officers and Lab. Managers in maintaining complex research facilities that require specialist services such as the CL3 labs and radiation suites.

Act as deputy building fire officer, including a good knowledge on the operation of the fire detection and alarm systems.

Carry out monthly building H&S inductions for all new staff.
Financial Management:

- Participate in managing costs associated with maintaining building; set up, monitor and review service contracts for plant and equipment.
- Raising requisitions/purchase orders for supply of services or materials for use in maintenance or minor repairs to the building.
- Approve expenditure within agreed budgets and authorise invoices ready for payment.

Other tasks

- Chair the building laboratory managers’ forum to discuss technical issues. Facilitate the sharing of best practice in managing technical services.
- Contribute towards compilation and review of contingency plans and back up services.
- Liaise and network with Facilities Managers within the University, in particular those located on the Old Road Campus site.
- Participate in the Buildings on-call rota and for this purpose you should be within a reasonable travelling time from home to work. Including supervision of contractors working outside of normal working hours and at weekends, if necessary (infrequent).

In execution of these roles and responsibilities you will, at all times:

- Provide professional support to all staff with a positive attitude and pleasant manner.
- Comply with University and local rules with regard to purchasing and financial procedures.
- Abide by local and University rules and codes of practice with regard to Health and Safety.
- Work with discretion and confidentiality when dealing with personal data or information.
- Undertake any other duties that may reasonably be required to run this complex facility.
- Maintain a flexible approach to duties and service provision, including, on occasions, covering for a member of the team.
**Organisational Chart**

**Hazard-specific / Safety-critical duties**

This job includes the following hazard-specific or safety-critical duties which will require successful pre-employment health screening through our Occupational Health Department before the successful candidate will be allowed to start work:

- Regular manual handling
- Safety-critical work
Selection criteria

Essential selection criteria

- A minimum requirement of a degree qualification and preferably a professional qualification in facilities management or related subject.
- Demonstrable experience within ‘soft’ FM services at manager level, preferably in a scientific or research environment.
- Developed and proven team leadership skills, including management of contractors, with ability to work on own initiative and to prioritise work for self and teams.
- Have knowledge of current health and safety regulations of a complex laboratory research facility.
- Excellent interpersonal and communication skills together with a ‘can do’ positive attitude.
- Excellent IT skills, including the ability to review FM related software and recommend functional improvements.

Desirable selection criteria

- Experience in Trend BMS or digital lighting systems.
- Procurement experience including setting up, monitoring and review of maintenance contracts.
- Ability to contribute to data collection for level of service and financial management purposes.

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

The Medical Sciences Division is an internationally recognized 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 Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

...fostering your career in science

For more information please visit: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

The Jenner Institute – Facilities Team

The Old Road Campus Research Building was opened in 2007 to provide accommodation for some 450 scientists and support staff from six distinct research groups. Located on the Old Road Campus this 14,000 m² signature building is one of a number of leading Oxford institutes for multidiscipline medical research.

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. 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, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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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 because 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 (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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.

**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 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/.

**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/.

**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/.

**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 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.

**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/. **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.

**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 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/.

**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/.