Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Building Technician</th>
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<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>Jenner Institute, Old Road Campus Research Building, Headington, Oxford</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 4: £21,585 - £24,983 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time (36.5 hours per week if support)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term – 3 years in the first instance</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Technical Services Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>132534</td>
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</table>

The role

The Old Road Campus Research Building (ORCRB) was opened in 2007 to provide accommodation for 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.

The University requires a Building Technician to join the facilities team who are responsible for running and maintaining the Old Road Campus Research Building, and to ensure that it remains fit for purpose.

Under the direction of the Technical Services Manager you will be expected to take a leading role in routine maintenance on the building fabric, equipment and plant that is not covered by University Estates Services. You will also be responsible for assisting in the daily operation of core services such as the autoclave and goods-in area. In the absence of the personnel primarily responsible for these areas you will be expected to be able to run these services for short periods of time.

You will be employed and funded through the Nuffield Department of Clinical Medicine but working for all Departments within the building:

- Department of Oncology
Responsibilities

The Building Technician will take the lead in carrying out routine repairs, maintenance and supervision of some contractors working within the Old Road Campus Building. You will be responsible for prioritising both reactive and preventative maintenance tasks and also respond to work request forms submitted by the individual department. Working alongside the two Building Services Assistants and reporting to the Deputy Facilities Manager you will ensure work is carried out in a timely fashion and to appropriate standards.

Key Duties

Building maintenance duties

- Assist Deputy Facilities Manager in the allocation of repairs and maintenance tasks to the facilities team or by using external contractors.
- Undertake routine reactive and planned maintenance in the building as required (plumbing, painting, decorating, fixtures and fittings).
- Undertake inspections and provide reports to the Deputy Facilities Manager in the form of short documents or verbally on the condition of areas within the building such as; review of kitchen areas, shared meeting rooms, glass washing facilities, performance of lavatories, communal lighting around the building, general decoration etc.
- To liaise with and supervise on a day to day basis external contractors and engineers.

Building facility management systems

- To operate and interrogate the Building Management System to check on alarm systems and performance of individual plant.
- To understand the basics of how the computerised lighting systems operates within the building and carryout modifications as required.
- To understand the operation of the cryogenic storage systems and perform regular checks on the safety systems located within the rooms e.g. low oxygen monitors and air flow monitoring.
- To understand how the office ventilation (VTU) system works and the CL3 containment suite works and are maintained, by others.
- Be able to read the building fire panel, isolating areas or detectors in case of Hot Works Permit and in the case of an alarm advise both security and the Fire & Rescue Service, if necessary.

Build facilities teamwork and provision of cover

- To show flexibility in duties and approach to service supply, on occasions assisting in covering for another member of the team during their absence. Actively participate in team meetings.
- Provide cover for the building’s autoclaves and laundry services.
• Provide cover for the Goods-in Technicians and be fully competent in the procedure for accepting incoming goods and receipting using Oracle Financials.
• Assist with the removal of heavy items around the building or delivery of items from Goods-in to the point of use.
• Assist the Deputy Facilities Manager with the day to day management of the cleaning contract and minor projects such as: re-decorations, relocation of groups, moving furniture and heavy equipment, keeping the exterior areas associated with the building in a clean condition and preparation for VIP visits or important events/meetings.
• To partake in a regular rota for on-call response to emergencies in the building during out-of-hours periods.

General tasks and customer services
• To have an understanding of the Health and Safety requirements in a laboratory and industrial environment and an undertaking to comply with required procedures.
• To exhibit service orientation to all staff with a positive attitude and pleasant manner.
• To be able to liaise and work with other such service staff on the Old Road Campus site.
• Any other duties that may reasonably be required appropriate to the grade.

Hazard-specific / Safety-critical duties
See: www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

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

• Regular manual handling

Selection criteria

Essential selection criteria

• Ability to communicate effectively with staff, visitors and contractors at all levels.
• Ordered and disciplined approach to work with excellent attention to detail in a prompt manner.
• To be able to work independently and effectively as a member of a team and with experience of direct line management and training of other staff.
• Technical knowledge and experience in building repair & maintenance, including managing a database for logging faults, allocation to appropriate contractor and feedback from customers.
• Previous experience in a similar scientific research environment.
• Knowledge and experience of Health and Safety Issues in a research laboratory environment.
• Knowledge and experience in manual handling at work.
• Experience of interrogating, adjusting and running reports for building plant and equipment as controlled by Trend 963 Building Management System.
Desirable selection criteria

- Previous experience in a similar busy, demanding environment.
- Previous experience of digital lighting system.
- Previous experience in pressurised gas systems, e.g. CO\textsubscript{2} or LN\textsubscript{2} systems.
- Computer literate in, word processing, database and spreadsheet programmes.

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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 we rank first in the UK for university spin-outs, with more than 130 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](http://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](http://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:
https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

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 supporting statement. The supporting statement must explain how you meet each of 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.

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.

<table>
<thead>
<tr>
<th>Information for priority candidates</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. 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/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

The University of Oxford Newcomers' Club

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).