Wellcome Trust Centre for Human Genetics

<table>
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<tr>
<th>Job title</th>
<th>Facilities Administration Officer Maternity Cover</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Wellcome Centre for Human Genetics</td>
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<tr>
<td>Location</td>
<td>Roosevelt Drive, Headington, Oxford, OX3 3BN</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £25,941 to 30,942 with a discretionary range to £33,797 per annum</td>
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<tr>
<td>Hours</td>
<td>Full-time / 36.5 hours per week</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term for 12 months or the actual return of the substantive postholder</td>
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<td>Reporting to</td>
<td>Buildings and Facilities Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>142868</td>
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<tr>
<td>Additional information</td>
<td>Funded by the Department</td>
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The role

As a member of the Building & Facilities Team, you will contribute to providing a suitable environment enabling research to be carried out effectively in the Centre. You will co-ordinate and manage the Centre’s reception and helpdesk.

You will also provide administration support to the Building & Facilities team in managing the technical and scientific support services, including oversight of maintenance contracts and liaising with contractors (OU and external).

Maternity (or other family) leave cover post
This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Reception responsibilities

- Co-ordinate, supervise, and manage the Centre’s reception and helpdesk ensuring a consistent and professional service. You will provide line management to the reception staff (currently two people) undertaking day-to-day supervision (including recruitment and
retention, training, performance, managing absence, personal development reviews and identifying suitable training opportunities).

- Cover the receptionists’ breaks during the day as required. You will also be responsible for arranging cover for absence, such as annual leave and sickness. There is an expectation of flexibility in working hours to cover the start and end of the day at times of short-notice absence.
- Be responsible for managing the internal and external mail, including courier services and arrangements with scientific sample collections.

**Facilities responsibilities**

- Be the first point of contact at the Centre (Helpdesk function) with regards to all queries on building & facilities services, reports of equipment faults (including taking appropriate action to arrange repairs) and soft FM services (non-hazardous waste disposal, access control and general security).
- Utilise PlanOn (FacilityNet) to report, monitor and track work requests and ensure that these actions are seen through to prompt conclusion.
- Assist in developing local PPM scheduled and reactive works liaising with Facilities team, staff, H&S Manager, OU Estates Services and/or Contractors.
- Take responsibility for the day-to-day management and running of the Centre’s access control system (which includes issuing and updating access cards, readers and running reports). You will liaise with the Centre’s HR team to ensure that cards are only issued to authorised staff and visitors.
- Be the primary contact for access/CUD/OU card office queries, ensuring that issues are followed up and resolved promptly.
- Monitor the Building Management System (BMS) across the Centre and be responsible for initiating appropriate action in response to issues arising (with the in-house team, OU Estates Services or external contractors) and ensure that these actions are seen through to prompt conclusion.
- Act as the building’s main contact for telephone system queries (Chorus VoIP system), working closely with the building’s IT team for day-to-day management, logging faults as required with IT Services, and ensuring that issues are followed up and resolved promptly.
- Be responsible for managing and overseeing the booking of the Centre’s meeting and seminar rooms, ensuring rooms are prepared appropriately for each booking. You will also liaise with staff requesting rooms, and rearrange bookings as required, to ensure the most efficient use of the Centre’s meeting room spaces on a day-to-day basis.
- Assist with the oversight of contracts for service equipment in the building.
- Act as the first point of contact for external contractors and ensure that appropriate health and safety risk assessments and visitor access paperwork is in place. You will assist the Deputy Building & Facilities Manager by co-ordinating and monitoring the contractors in the building on a day-to-day basis, recording their entrance to and exit from the building, and ensuring that appropriate supervision arrangements are in place before granting access.
- Co-ordinate and supervise all non-laboratory contractors on a day-to-day basis.
- Assist the Senior Laboratory Technician with the management and administration of the Centre’s asset register and equipment logs. You will also work with the Deputy Business Manager and Finance Manager to complete the central returns for assets and shared equipment on the University’s databases.
• Assist the Building & Facilities Manager and Health & Safety Manager in maintaining and responding to the Centre’s security, CCTV, fire panel alarms and other safety/security systems.

• Be responsible for organising and managing the filing systems and document libraries of the Building Facilities team.

• Provide administrative assistance to the Building & Facilities Manager and Buildings Laboratory Managers.

Health and Safety responsibilities

• Assist the Building & Facilities, Deputy Buildings & Facilities, and Health and Safety Managers in the execution of their duties.

• Act as a member of the Fire Response team.

General responsibilities

• Undertake any other related duties that may reasonably be required by the Building and Facilities Manager to ensure the efficient running of the building (commensurate with grade and post).

• Cross-train to cover aspects of other posts including reception.

• Act at all times in the interests of the Centre to ensure good management practice.

• Be accountable for their professional conduct.

• Participate in and support the public engagement and widening access activities of the Department and the University. This is expected to be no more than 2 days per year.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

• Night working (11pm-6am)
• Lone Working
Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

Selection criteria

Essential

- Educated to at least A-level standard or equivalent.
- Good IT skills with up to date experience of Microsoft Office.
- Excellent communication skills with a wide range of people – both internal and external – at all levels.
- Possess a highly organised and flexible approach to work
- Evidence of excellent time management and demonstrable ability to manage a diverse workload to meet competing deadlines.
- A proactive approach to completing tasks in a timely manner.
- Ability to produce consistently high standard of work.
- Ability to work both independently and as part of a team.
- Experience of supervising staff.

Desirable

- A working knowledge of scientific research environments.
- Experience in a building & facilities management team.
- Ability to acquire (with training) an understanding of the Centre’s basic equipment in order to deal with straightforward fault reports and enquiries.

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 2016/17 exceeded £564m 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.

**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)... fostering your career in science**

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.

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

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: http://www.ndm.ox.ac.uk/athena-swan.

**Wellcome Trust Centre for Human Genetics (WTCHG)**

In the first decades of the 21st century, researchers are beginning to understand in detail how our genetic inheritance makes us who we are. At the Wellcome Trust Centre for Human Genetics, our aim is to extend that understanding in order to gain a clearer insight into mechanisms of health and disease. Looking across all three billion letters of the human genetic code, we aim to pinpoint variant spellings and discover how they increase or decrease an individual’s risk of falling ill.

The WTCHG is a research institute of the Nuffield Department of Medicine at the University of Oxford, funded by the University, the Wellcome Trust and numerous other sponsors. It is based in purpose-built laboratories on the University of Oxford’s Biomedical Research Campus in Headington, one of the largest concentrations of biomedical expertise in the world.
With more than 400 active researchers and around 70 employed in administrative and support roles, the Centre is an international leader in genetics, genomics and structural biology. We collaborate with research teams across the world on a number of large-scale studies in these areas. Our researchers expend close to £20m annually in competitively-won grants, and publish around 300 primary papers per year.

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

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 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.

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 department(s).

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 receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.
Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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/acrelretire8+.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+.

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

Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

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/.

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.