

Job title	Building & Facilities Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Wellcome Centre for Human Genetics, Old Road Campus, Headington, Oxford, OX3 7BN
Grade and salary	Grade 8: Salary in range £44,414 - £52,841 per annum
Hours	Full time
Contract type	Fixed-term contract
Reporting to	Head of Facilities and Capital Projects
Vacancy reference	165924



NUFFIELD DEPARTMENT of MEDICINE

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www.ndm.ox.ac.uk

The role

The post holder will maintain the building to provide first class facilities and working environments to enable the building occupants to carry out their research activities in a suitable and adequate environment. They will also ensure compliance with local and legislative requirements.

To be able to undertake this demanding role in the manner required, the post holder will need to acquire and maintain knowledge and understanding of the building operation and that of the groups within it. The post holder will establish good relationships with all staff and operate in a robust, but approachable, manner.

The Wellcome Centre for Human Genetics [WHG] Building and Facilities Manager will be the first point of contact for all matters relating to the Centre. They will be responsible for line management of the facilities, goods-inwards, stores and reception teams, and manage key contracts with external suppliers.

The post holder will work closely with the NDM Head of Facilities and Capital Projects and their deputy.

The post holder will also be required to liaise with a range of personnel, including colleagues from Oxford University Estates Services, the Medical Sciences Division, other University departments and external agencies. In addition, they will need to form good relationships with fellow NDM building managers and counterparts from other departments on Old Road Campus, initiating and contributing to beneficial site-wide activities.

The Building and Facilities Manager will also be required to work with the WHG Business Manager in order to set and manage the annual budget required to support the building.

The post holder will be expected to provide guidance and specialist knowledge to help support the strategic aims of building occupants. On occasion they may also need to present written and verbal reports and proposals to the Departmental Facilities and Capital Projects team and / the NDM Space and Capital Planning Subcommittee.

In addition to routine maintenance, the Building and Facilities Manager will oversee space alteration and refurbishment projects, and ensure that these are completed with minimal disruption to the rest of the building occupants.

The post holder is expected to provide cross-cover across ORC-NDM as directed by the NDM Facilities and Capital Projects team.

Responsibilities

Building responsibilities

- Act as the first point of contact for all matters relating to the building.
- Take responsibility for the delivery and provision of services outlined in the building service level agreement. Regularly review with NDM Facilities and the WHG Business Manager.
- This includes the reception, stores, goods inwards, glass wash and building technician teams. Where needed you will implement change and improvements.
- With support from the NDM Facilities and Capital Projects team determine and coordinate the maintenance programme for the Centre and core equipment. Liaising with OUES and outside contractors as necessary [as defined by the Building and Estates Sub Committee], security systems, provision of a stores service and cleaning contractors etc.
- Work with the NDM Facilities and Capital Projects team to renew service contracts and monitor levels of service e.g. cleaning, catering across ORC-NDM. This includes service contracts for departmental infrastructure e.g. gas monitoring, cold rooms etc.
- Establish and maintain a tracking system for equipment repair, building maintenance and other tasks requested from technical staff in the building, as well as scheduling and managing



- planned maintenance works to cause minimum possible disruption to ongoing research activity.
- Maintain records of building and core laboratory equipment and maintenance contracts.
 - Work with the WHG Business Manager to maintain a computerised asset register in accordance with the University of Oxford's requirements.
 - Ensure that all building services are running at optimum level, by reference to the TREND building management system (BMS), with particular regard to specific scientific areas where optimal equipment performance depends on the correct operating environment, and within specified Health and Safety limits.
 - Monitor alarms generated by the BMS system, investigate and where necessary rectify the fault or decide who should be called to resolve the problem.
 - Develop and maintain a system for the receipt, monitoring and handling of complaints and reports of problems from stakeholders.
 - Write, and be proficient in creating, technical reports in support of departmental building projects.
 - Work with stakeholders to ensure a procedure is in place for the collection and disposal of laboratory and domestic waste. This will include ensuring the correct segregation and disposal of biological and toxic waste with guidance from NDM Health and Safety team as necessary and in accordance with the University's Health and Safety Policy.
 - Ensure that the building is suitably secure at all times. Undertake to be the first point of contact for security services in the event of need, or ensure that this responsibility is effectively and suitably delegated.
 - Monitor the access control entry system, the main security control panels and CCTV and ensure that they are adequate and maintained regularly as well as produce reports as needed.
 - Proactively encourage the efficient use of utilities and actively monitor usage - gas, water and electricity in the building. Act as the first point of contact for energy audits to reduce CO₂ emissions in line with the University sustainability targets.
 - Ensure that up-to-date and relevant building information is available to building users through the external webpages and internal communications platforms. Work with the WHG Business Manager and MSD IT Team to develop efficient and clear communications to share facilities updates.
 - Ensure communal meeting rooms and spaces are maintained to a high standard, and work with the local IT team to ensure there is suitable AV support in place where required.
 - Proactively work with the WHG Business Manager to ensure the OU telephony system is fit for purpose.
 - Commission and project manage unit lead refurbishment projects: arranging, advising and designing of minor works associated with laboratory and specialist room alterations to include the building fabric and environmental services. Liaising with OUES and the University Safety Office for approval in such matters to ensure compliance with CDM and all relevant safety statements. Negotiating costs with outside contractors and thereafter programming and co-ordination new works.
 - Project management with knowledge of health & safety requirements and construction (design & management) regulations.
 - Coordinate, programme and arrange group moves within and from outside the Centre.
 - Work with the WHG Business Manager to develop and maintain building Contingency, Emergency Action Plans and Security Plans in line with University requirements.
 - Participate in (and with overall management) of the FM on-call rota, always ensuring that there is adequate cover for out-of-hours response.

Laboratory Services Support

- Oversee and direct the running and development of services provided to users e.g. goods in / glass wash, stores, reception etc to ensure that these are effective, sufficient and in line with user requirements.
- Liaise with and support the managers of specialised research facilities, e.g. CL3 suite, Microscopy, Flow Cytometry, Technology Platform as well as the Laboratory Managers for research groups.
- Organise maintenance contracts for core equipment within the building; negotiating favourable/value for money prices with renewal of extended warranties and maintenance

- contracts, where appropriate.
- Liaise appropriately with groups when core equipment or services fail and ensure that they are appraised of progress and events; organise replacement equipment and services to minimise down time.
- Ensure adequate and suitable provision of gases whether piped, cylinder or cryogenic.

Financial

- Work with the WHG Business Manager to manage premises and core equipment maintenance and running costs.
- Assist with the annual budgeting exercise, considering both staff and core equipment costs, and the funding for planned maintenance and renewal costs.
- Maintain expenditure records to enable financial accounts staff to recharge, where appropriate, the costs of consumables and services provided to the scientific groups, liaising with the relevant accounts staff for occupying groups.
- On all occasions, proactively seek best value solutions for the WHG.

Health and Safety

- Work with the NDM Health and Safety team and the WHG Laboratory Managers to ensure that a suitable health and safety framework exists and that single policies / practices are in place for activities that bridge groups and other NDM buildings.
- Work with the NDM Health and Safety team to ensure that the building and its services comply with required statutory requirements and Oxford University Safety policies.
- Write protocols and procedures regarding the general safety and use of core equipment for the WHG, communal areas and regularly update contingency plans for utility services as necessary.
- Ensure that all contractors working in the building are supervised and informed of relevant safety information. To provide any personal protective equipment required and issue permits to work where required.
- Act as the building Fire Officer, ensuring that all required documentation is in place and complete the annual risk assessment. Maintain local arrangements for fire evacuation and local investigation etc and ensure that the Centre is compliant with the University's Fire Policy.
- Ensure that there is a robust and effective fire evacuation procedure. Work with the NDM Health and Safety team to ensure the network of building fire wardens is maintained and suitable training provided. Carry out routine fire testing and practice.
- To liaise routinely with the University Safety Office on health and safety matters and to assist with inspections from outside agencies as required.
- To monitor First Aid arrangements and ensure adequate cover throughout the building.

Management

- Provide day-to-day line management and ongoing development to the building services team. This will include:
 - (i) Taking active steps to support professional development, and ensure adequate training is provided to underpin the delivery of duties and responsibilities.
 - (ii) Ensuring that all staff are given the opportunity to participate in an annual PDR discussion.
 - (iii) Monitoring individual/team performance and identify and effect any changes necessary.
- Establish and maintain good working relationships with key staff within the building and others on site, other University departments and central administration, e.g. OUES, Oxford University Safety Office, Oxford University Security Services, contractors etc, liaising appropriately when necessary,
- Work collaboratively with NDM Head of Estates and Capital Projects, NDM Compliance and NDM Health and Safety teams to provide comprehensive support to NDM Business Managers.
- Lead staff through periods of change, communicating a clear and positive vision and acting as a role model.

Other Responsibilities

- Member of the WHG Departmental Safety Advisory Committee, WHG General Purposes Committee, Functional Genetics Users' Committee and WHG Group Representatives Committee.
- Oxford University Security Liaison Officer.

Selection criteria

Essential

- Qualified to degree level (or equivalent) in a relevant subject.
- Demonstrable experience of Building and Facilities management at a senior level. Including experience of project management in a scientific environment and an understanding of engineering infrastructure in scientific facilities.
- Appropriate experience in managing a complex medical research facility.
- Ability to communicate effectively, both orally and in writing at all levels.
- Effective team management and leadership skills.
- Ability to recognise and respond to the diverse needs of research groups and deal with competing pressures and stakeholder expectations.
- Computer literate in building management systems and Microsoft Office
- Strong organisational skills with an eye for detail.
- Analytically minded, with strong problem-solving skills

Desirable

- Membership of a relevant professional body.
- Knowledge of COSHH regulations.
- Experience of working in the university sector.
- Experience of change management.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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, and the offer of employment will be subject a successful outcome of this assessment.

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

- Occasional lone working on-call during evenings and weekends
- Regular manual handling



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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

About the Nuffield Department of Medicine (NDM)

The Nuffield Department of Medicine aims to improve healthcare internationally through its research and teaching. Over the last fifty years, it has pioneered the use of genetics, structural and cellular biology to understand susceptibility to human disease; at the same time, it remains a department of clinical medicine with a clinical interface at the core of its success. The NDM is the largest department in the University of Oxford and the largest department of medicine in Europe by research income.

The department is organised around a series of strong and identifiably unique institutes, centres and units; but its aim is to be as non-hierarchical and closely-knit as possible, to encourage the very best interactions and the exchange of ideas between its staff. It supports teaching to encourage the very best students to join academic research. It maintains a £800m portfolio of externally funded research from over 140 different sponsors/funders, and has an annual turnover approaching £200m. The department's activity is run directly through the University, but also through a series of subsidiary companies and other legal vehicles, tailored to the activity and the countries within which it operates. Across these vehicles and partnerships, the department has over 3,000 staff and students working solely on, or supporting, its research and teaching; and 1,000 of these staff are based in Oxford. The NDM holds collaborative grants with ~40 other departments or centres in the University of Oxford.

The NDM is recognised for its diverse impacts in the field of healthcare. These range from the discovery of the mechanism of hypoxic gene regulation (Sir Peter Ratcliffe, Nobel Prize 2019) to the worldwide introduction of artemisinin and combination therapy for malaria (Sir Nick White and others). The underlying strength of the department, and its ability to bring together disciplines, has been evident through its contributions to the pandemic response, including: ISARIC and its overseas activity, IDDO and TGHN, the work of the Africa-Asia Programmes, the Oxford-AZ vaccine, elucidating the structural biology of variants and neutralising antibodies, the Office of National Statistics study, the UK Serology Surveillance platform, the standard testing of commercial assays for the Government, Mobile Apps, RECOVERY trial leading to the worldwide use of dexamethasone, the NHS cohort studies, the COMBAT study. This activity has certainly saved more than 2m lives during the pandemic.

The major strategic plans of the NDM are built around, (1) establishing a step-change in to clinical pathology and the study of human disease in all clinical specialities; (2) accelerating the discovery of new medicines; and (3) addressing the burden of worldwide infectious disease, including emerging threats. The GSK-Oxford Molecular and Computational Medicine Institute (MCMI) is aligned with this vision and will be primarily based in its Wellcome Centre for Human Genetics and Big Data Institute with strong links to other departments and its overseas activity.

The NDM has a strong commitment to careers and equality of opportunity and treatment. The Department holds an 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 the NDM pages of [Equality, Diversity and Inclusion](#).

For more information on NDM please visit: <https://www.ndm.ox.ac.uk>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will 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. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

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 online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

Disabled

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.