

Job Description



Department of Chemistry

Job title	Deputy Building Manager
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry
Location	Inorganic Chemistry Laboratory, South Parks Road, Oxford, OX1 3QR
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Building Manager
Vacancy reference	
Additional information	You will be required to work in multiple sites across the Chemistry estate



**Athena
Swan**
Silver Award



Race
Equality
Charter
Bronze Award



The role

The Chemistry Department is located across seven buildings and comprises laboratory, teaching, office and social space used by over 1300 staff and students. There are three Building Managers each with a Deputy Building Manager. The post holder has responsibility to support the Building Manager in the overseeing of all work carried out in the buildings including both scheduled and urgent/incident response, and to ensure that support services for research and teaching run efficiently. The post holder will, under the guidance of the Building Manager, alone or in conjunction with others, plan and undertake a wide range of work including installation and maintenance of research equipment, maintenance and repair to the fabric of the building, and its mechanical, electrical, pipe work, and air handling systems. The Deputy Building Manager is required to demonstrate a range of technical skills and systems knowledge, supervisory skills, the ability to communicate effectively with building users and contractors, and the willingness to be hands-on when required in technical work. The post holder will deputise as needed for the Building Manager including assuming full oversight of work and supervisory responsibilities in their absence.

Responsibilities

Research and Teaching Facilities

- 1.1 To install and maintain research equipment liaising directly with academic and other technical personnel as required.
- 1.2 To oversee and manage the movement and relocation of large or fragile laboratory equipment between laboratories as required.
- 1.3 To install, move, modify all furniture and services within laboratories and research facilities. i.e. mechanical, electrical, pipework (compressed air, gases and water) and air handling (air conditioning, extraction systems and vacuum pumps).
- 1.4 To distribute, and as appropriate install, liquid nitrogen, dry ice and other gases as required.
- 1.5 To manage waste streams including hazardous and recycling including mandatory record keeping.
- 1.6 To provide, in conjunction with Facilities or the Teaching Laboratory, all equipment and services required for teaching across the Chemistry estate including the teaching labs and lecture theatres.

2. Building Fabric and Services

- 2.1 In liaison with the Building Manager to carry out construction and fit out projects in the laboratory including job allocation, supervision, design, monitoring of performance and quality control.
- 2.2 To maintain and repair the fabric of the building. Responding to requests for general maintenance and repairs, liaising with external contractors, University services as other stake holders as required. Planning, arranging and participating

in repairs and preventative maintenance to the building and its services, including monitoring, fault identification, inspection, repairs, escalation of issues as appropriate, cleaning, decoration and timely consumable replacement, ensuring that all work is undertaken in accordance with Health and Safety and mandatory codes of practice.

- 2.3 To undertake these duties within any building on the Chemistry Estate as may be required by the Chemistry Facilities Manager.

3. Security and compliance

- 3.1 To operate the security and fire alarm systems and equipment, liaising with Security and Fire Services on activation, testing, provide day to day working hours emergency front line response to problems/disasters/issues. Managing response including shut down of services, incident management and rectification as required.
- 3.2 To act as first responder when deputising for the Building Manager.
- 3.3 To be aware in general terms of all statutory and University regulations covering Buildings and Facilities activities including building regulations, health and safety, and data protection; and to ensure that staff and contractors under their supervisor work at all times in accordance with those regulations.
- 3.4 To carry out risk assessments and method statements to reduce risk to employees, students, contractors, visitors and the general public.

4. Supervision

- 4.1 To deputise as required for the Building Manager in the supervision of Department Facilities and Technical staff, contractors, cleaning and catering personnel.
- 4.2 To assist the Building Manager with management responsibilities including the training and career development of the technical staff, including mentorship of apprentices.

5. Other Duties

- 5.1 To order materials and equipment as required following correct procedures.
- 5.2 To develop and maintain effective working relationships with operations staff, academics and researchers, students, and members of the central University.
- 5.3 To undertake such other duties appropriate to the job grade as may be required by the Building Manager and/or Chemistry Facilities Manager.

Selection criteria

Essential selection criteria

- Advanced C&G or HNC or HND or NVQ3 or equivalent.
- Experience of working within a laboratory building environment.
- Experience of supervising a team and/or contractors within a Building Services environment.
- A pro-active solution-based approach to work and commitment to a positive customer service ethos.
- A flexible approach to duties and provision of facilities and services, including covering for all members of the team or deputizing as required.
- Effective communication skills; the ability to explain technical matters clearly to a range of stakeholders and to respond calmly and effectively with urgent matters/emergencies.
- Computer literacy including Microsoft Office (Excel, Word, Outlook, Teams) and willingness to learn new systems (training provided).

Technical competencies:

- Demonstrable experience in installing, repairing and maintaining compressed air, vacuum, gas (high and low pressure) and water lines.
- Demonstrable experience in troubleshooting smaller items of laboratory equipment and carrying out mechanical or electrical repair work.
- Experience in servicing and repairing vacuum and rotary pumps including evidence of attendance at manufacturer's training course or demonstrable familiarization and on the job training.
- Demonstrable experience in using full range of mechanical engineering and woodworking hand tools.
- Demonstrable knowledge of relevant Health & Safety requirements.

Desirable selection criteria

- Completion of full engineering apprenticeship with formal Electrical, Mechanical or plumbing qualifications.
- Qualified workplace First Aider.
- Experience in servicing and repairing electric motors, electric ovens, thermostats and driers.
- Experience of handling and repairing Cryogenic Gas installations.

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:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Regular manual handling
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



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.

Department of Chemistry

The mission of Oxford Chemistry is to advance the global understanding of chemistry and to use that knowledge to address major challenges for society. Oxford Chemistry maintains world-class strengths in fundamental research, including the training of outstanding young scientists, whilst being an outward-looking department engaging with other disciplines, industry, public services, government and the general public. We are a large department within the University's Mathematical, Physical and Life Sciences Division with over 70 research groups and 900 researchers including 400 graduate research students. Our MChem degree takes 180 students a year and features the distinctive

tutorials of Oxford, an innovative three-year programme of practical teaching within our state-of-the-art teaching laboratory, and a 4th year focused on research based within one of our research groups.

Research in Oxford Chemistry focuses on fundamental science aimed at making significant and sustained long-term impact. We provide an environment that enables research by hiring, developing, and supporting talented researchers, many recognised as international leaders, across the spectrum of the chemical sciences. Our students and staff work in excellent research facilities to deliver field-leading research that crosses traditional boundaries and engages strongly with other disciplines, both within Oxford and across a range of external sectors.

The impact of our research in the wider economy and society is manifest in our many industrial and clinical collaborations and successful start-ups. Our eight research themes and business engagements showcase the breadth and depth of our research across the chemical sciences.

We are committed to providing an inclusive and supportive work and study environment for all our staff and students based on core values of respect, equality and collaboration. We have held an Athena SWAN silver award since 2015 reflecting our commitment to improving gender equality within our discipline.

Oxford Chemistry is accommodated within five buildings in the University's science area, including a modern RIBA award-winning dedicated research facility and a state-of-the-art practical teaching laboratory. Researchers are supported by a research infrastructure within Chemistry that includes NMR, Mass Spectrometry, Crystallography, Surface Analysis, Inorganic Materials Characterisation, Advanced Electron Spin Resonance and high-performance computing facilities as well as access to facilities across the wider University and at national research facilities including the Rosalind Franklin Institute and Diamond Light Source.

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

Find out more about the Department, our work and our people at chem.ox.ac.uk

Equality, Diversity and Inclusion in Oxford Chemistry

We are committed to promoting an inclusive and diverse community of students and staff based on core values of respect, equality and collaboration. The Department has an active Equality, Diversity and Inclusion (EDI) committee and since 2015 we have held an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for all. We promote family-friendly policies and support flexible working arrangements where possible. For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Mathematical, Physical and Life Sciences Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: The Department of Chemistry, the Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

For more information please visit: <http://www.mpls.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

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)

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

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@chem.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 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 <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.