

Job description and selection criteria

Job title	Deputy Building Manager
Division	Medical Sciences
Department	Paediatrics
Location	Institute of Developmental and Regenerative Medicine, Old Rd Campus, Oxford
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full time
Contract type	Permanent
Reporting to	IDRM Building, Facilities & Laboratory Manager
Vacancy reference	168194
Additional information	<i>This role meets the criteria for a UK Skilled Worker visa</i>

The role

This is a new and exciting position created to support the ongoing operations of the multi-departmental Institute of Developmental and Regenerative Medicine (IDRM). You will be part of the IDRM Building Services Team which is part of the Department of Paediatrics. The team will consist of Reception, Facilities, and Laboratory Support staff and will be led by the Building, Facilities and Laboratory Manager (BFLM). As the IDRM's Deputy Building Manager you will provide general support across all parts of the building's Facilities Team. Primarily you will provide operational support to the BFLM, managing a team of two Reception staff and a Facilities Assistant, and providing ongoing support to all areas of the building services team. You will provide cross cover for reception, goods in and the laboratory services staff as required. You will be the primary point of contact for contractors, engineers and end users relating to equipment or building and facilities faults. The successful candidate will be a self-starter, have previous supervisory or management experience delivering operational support in a scientific environment. You will be organised, an excellent communicator, highly motivated, flexible and able to



develop the role to meet the requirements of the Institute. This is a broad-ranging support role and full training will be provided.

Responsibilities

General

- To manage and ensure continuous service of core building operations – for example Reception, Goods In, planned preventative maintenance of plant and equipment, laboratory support.
- Line management of 1 Facilities Assistant (full-time) and 2 Receptionists (one full- and one part-time), to include performance monitoring, professional development reviews and training provision.
- Provide support in rectifying any service short fall, suggesting new or better ways of working and aid in the implementation of any new systems.
- Monitor and supervise Helpdesk requests ensuring requests are resolved in a timely manner, or escalated as appropriate. Provide support in the compilation of Helpdesk reports.
- Seek competitive quotes and raise orders for goods and service contracts as agreed with the BFLM or Laboratory Manager & Safety Officer (LMSO), using the Oracle R12 system. Full training will be provided.
- Maintain records of all Facilities Team costs and services, and assist with the budgetary management of the core Facilities function.
- Manage the routine testing of all safety systems throughout the building, ensuring that records are kept and updated as needed, e.g. fire alarm system, gas monitoring equipment and oxygen depletion alarms.
- Manage and escort engineers/maintenance teams during repair or preventative maintenance visits. Ensure that all Health and Safety documentation is available and that all reports are systematically stored.
- Support the administration of the Small Research Facilities in the building (e.g., the Imaging Suite and FACS suite), which includes acting as a central point of contact, monitoring usage and charging, liaising with Departmental Finance, and manage the introduction of a new booking software.
- Ensure that all work is conducted safely and that appropriate safety procedures are followed by all staff as far as reasonably practicable.
- Conduct weekly building safety inductions and manage the induction process for staff, visitors and contractors, to ensure all are inducted appropriately.
- Support the BFLM and LMSO to draft, review and update SOP's and RAs for core areas of the building provided by the Building Services Team.
- Deputise for the BFLM on building-related issues, for example to cover annual leave.
- Lead daily team meetings, and participate and contribute to any operational building meetings.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Building Duties/Responsibilities

- Manage the Reception function, ensuring consistent and continuous service delivery.
- Manage the Goods In function, including receipting of goods on the Oracle R12 system.
- Act as a member of the building's emergency response team, responding to emergencies as required. This includes being part of the out of hours on-call team

responding to building faults and problems outside of normal working hours. Full training will be provided.

- Work with the BFLM ensuring that all relevant service contracts are in place for the building and raise orders as needed.
- Support the BFLM and LMSO to ensure that all hard/soft building services are delivered to meet the requirements of the Service Level Agreement with the occupying Departments. Take any appropriate action to rectify any shortfall in the delivery of building services.
- Check the building management system and associated plant on a daily basis. Take appropriate action relating to alarms or faults ensuring they are resolved in a timely fashion or escalated as needed.
- Provide general support to building occupiers ensuring that the electronic access control system is accurately updated, taking actions to rectify any faults with the system. Ensure that all keys for the building are logically ordered and records kept.
- Organise and provide support to other building staff members in the set-up of meeting and seminar rooms as needed, including basic IT/AV support e.g., connecting equipment to AV systems and raising printing issues with engineers. Full training will be provided.
- Liaise with relevant University staff and ensure that statutory equipment checks are undertaken throughout the building, e.g., insurance inspections and portable appliance testing.

Laboratory Duties/Responsibilities

- Provide general support from the Facilities Team to laboratory operations as needed, to ensure day-to-day operations are efficient and meet the needs of the Institute. This may include operating commercial glass wash machines and autoclaves.
- Take responsibility for the core equipment temperature monitoring system, ensuring regular checks and that any faults are rectified, and that call out systems are maintained as required.
- Work with the LMSO to ensure that all hazardous and non-hazardous waste is safely stored, catalogued and disposed of safely and efficiently in line with University guidance.
- Assist with maintaining laboratory equipment inventories and maintenance records, ensuring they are filed in a logical manner.
- Coordinate service and maintenance schedules for laboratory equipment as well as ensuring timely response to breakdowns or emergency repair.
- Ensure ongoing supply of defined laboratory and building consumables e.g., liquid nitrogen, liquid carbon dioxide, dry ice and defined laboratory consumables. Monitor, collate and analyse usage data, liaising with researchers and suppliers to ensure adequate provision.
- Working with the LMSO, proactively monitor laboratory spaces ensuring spaces are clean and that waste is promptly disposed of to provide a safe working environment.

This job description is not intended to be rigid or inflexible and may include other reasonable duties and responsibilities over time. The post holder is expected to work flexibly, develop the role over time and respond positively to change.

Selection criteria

Essential

- Minimum of A level or vocational facilities-related qualifications, e.g., NEBOSH General Certificate, IWFM Certificate.
- Demonstratable knowledge and experience of Health and Safety procedures.
- Previous experience providing operational support in busy scientific buildings.
- Demonstratable experience of accurate record keeping, writing, reviewing and updating standard operating procedures and risk assessments.
- Experience of contracts and contractor management, with the ability to convey technical information clearly and concisely to staff at all levels.
- The ability to solve problems and to work with a proactive approach, knowing when to take actions, and when to escalate problems to others.
- The ability to work autonomously, with excellent time management and organisational skills to ensure efficient use of time. The ability to handle competing priorities to deliver results to a required high standard and to deadlines.
- Excellent interpersonal and communications skills with the ability to clearly and concisely convey information using all forms of communication to staff at all levels, providing a high level of customer service. The ability to build and maintain relationships with internal and external stakeholders at all levels.
- Strong IT skills with the ability to learn new software and working knowledge of MS office.
- Previous experience managing and supporting other staff members.
- Working non-standard hours and being prepared to respond to calls out of hours.

Desirable

- Previous experience of working in higher education.
- Previous experience of working in reception, stores, glass wash and autoclave rooms.
- Previous experience of raising and receipting orders using financial systems, e.g., R12.

A good level of physical fitness to allow you to undertake manual handling activities safely for example moving gas cylinders and furniture.

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 with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work with allergens, e.g. laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



Additional security pre-employment checks

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

- Enhanced Level Screening as this role includes access to or knowledge of the location of certain pathogens, toxins, irradiators.
- A satisfactory basic Disclosure and Barring Service check due to the nature of this position
- University security screening (e.g. identity checks)

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.

The University of Oxford has recently published their New Ways of Working framework to ensure professional service staff can continue to support the University's academic mission whilst working on site or remotely. For more information, please visit <https://hr.admin.ox.ac.uk/new-ways-of-working>

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.

The Institute of Developmental and Regenerative Medicine

The Institute of Developmental and Regenerative Medicine (IDRM) is a unique flagship institution for the University of Oxford Medical Sciences Division. It occupies a purpose-built building on the Old Road Medical Campus at the University of Oxford. The Institute brings together 240 world-leading researchers with cardiovascular, neuroscience and immunological expertise through a merger of developmental biology and regenerative medicine. The scientific and biomedical goals of the IDRM are to improve our understanding of the cellular and molecular processes that control the normal development of the heart, the brain and the immune system and to translate this insight into drug delivery or other new therapies to tackle birth defects and acquired diseases requiring organ repair and regeneration.

Researchers at the IDRM come from one of two departments in the Medical Sciences Division (the Department of Paediatrics, and the Department of Physiology, Anatomy and Genetics). These two 'home' departments provide professional services (finance, HR and research grant administration) in support of their IDRM researchers.

Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of-concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MDUK, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

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

The Department of Paediatrics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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: <http://www.medsci.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>.

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 at recruitment@paediatrics.ox.ac.uk or using the contact details in the online advertisement.

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: <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> 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 <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.