
Oxford Centre for Diabetes, Endocrinology and Metabolism

Job title	Apprentice Safety Health and Environment Technician
Division	Medical Sciences Division
Department	Radcliffe Department of Medicine (RDM) - Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
Location	OCDEM, Churchill Hospital, Oxford, OX3 7LE
Grade and salary	Apprentice Grade 1: £22,631
Hours	Full time (36.5 hrs per week)
Contract type	Fixed-term Apprenticeship (20 months)
Reporting to	Milena Cioroch
Vacancy reference	168207
Additional information	<p>This role will not attract sufficient points to obtain a sponsored Tier 2 visa under the points-based immigration system. However, applications are welcome from candidates who don't currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.</p> <p>No relocation expenses apply to this post.</p>

Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:

<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>



The role *(This section describes the training you will receive and a brief overview of the job)*

You will work as an Apprentice (Safety Health and Environment Technician). You will be required to complete a 20 months training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day-release or other distance learning methods delivered by GLP. You will complete a Safety, Health and Environment Apprenticeship, Level 3 which is within the Protective Services sector and you will gain a professional recognition/ membership TechIOSH.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

You will be working directly with Lab Manager/Departmental Safety Officer to advice on statutory health, safety and environmental requirements as they affect the University's operations. The role will mainly be lab based providing advice to others on how to work without harming themselves and others.

Responsibilities

- Learning general laboratory housekeeping, following relevant Health and Safety procedures to ensure a safe working environment is maintained
- Assisting the smooth day-to-day running of the laboratory, e.g: by ensuring the equipment is functioning, collecting delivery parcels
- Learning to manage disposal of waste from laboratories
- Keeping up to date with and advice on matters relating to Good Laboratory Practice, Health and Safety, COSHH sheets and other regulations relevant to the post.
- Assisting the Laboratory Managers in maintaining electronic and other records for general laboratory administration
- With support, carry out routine maintenance and cleaning of the scientific equipment
- All additional tasks that fall within your competency as directed

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: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

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:

- Working at heights
- Work in hot or cold environments
- Working with Ionising Radiation
- Regular manual handling
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- 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:



Additional security pre-employment checks

- University security screening (e.g., identity checks)

Selection criteria

- Minimum of 18 years of age and over
- Educated to GCSE standard (English, Maths and Science grade 4 or above) or equivalent
- Ability to communicate clearly and accurately when drafting information for documents, handbooks or websites
- Ability to communicate messages clearly and accurately on the telephone and in person
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- Experience of Microsoft Office applications, including Word and Excel
- Willingness to learn, positive and proactive attitude
- Ability to work independently as well as part of a team.

Desirable selection criteria

- Interest in biology
- Interest in a career within Health and Safety field.

About the University of Oxford

Welcome to the University of Oxford.

We are the largest employer in Oxfordshire with around 14,000 staff working in and around Oxford in a huge range of roles. We are proud of the apprenticeship opportunities we offer and have a successful record of helping local young people from education in to their first job.

Apprentices are never on their own, working with the support of their colleagues, managers and trainers they develop the skills and qualifications required in the modern world of work. Over 80% of our apprentices continue with us in the role they have been trained for after their apprenticeship and that is just the start of their career.

We provide all of our staff with a welcoming and inclusive workplace, offering support and development opportunities that enable everyone to progress and do their best work. We recognise diversity as our strength, vital for innovation and creativity, and we aspire to build a truly diverse community, which values and respects every individual's unique contribution.

For more information, please visit our [Working at Oxford page](#).

Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 615 staff, has around 140 postgraduate research students and has an annual turnover of around £57m of which £38m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a [family friendly department](#), and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life. To support this, we have a range of family friendly policies and practices including maternity, paternity and adoption leave, shared parental leave and unpaid parental leave, flexible/part-time working and scheduling meetings within core hours (9.30 a.m. -2.30 p.m.). Many of our staff work flexibly, with arrangements managed informally or formally.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. RDM holds a departmental Silver Athena SWAN award in recognition of our efforts to introduce organisational and cultural practices that promote gender equality in SET to create a better working environment for both men and women



For more information on the Department please visit:
www.rdm.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.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

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 <https://hrsystems.admin.ox.ac.uk/recruitment-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: <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>

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.web.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/home>.

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 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 <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

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/home#/>.

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.