



Medical
Research
Council



Job description and selection criteria

Job title	Institute Health and Safety Manager
Division	Medical Sciences Division
Department	Radcliffe Department of Medicine
Location	MRC Weatherall Institute of Molecular Medicine, John Radcliffe Hospital, Headington, Oxford OX3 9DS
Grade and salary	Grade 8: £45,585 - £54,395 per annum with a discretionary range up to £59,421 per annum
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Institute Director (currently Professor KJ Patel)
Day to day oversight	Institute Administrator (currently Dr Stella Keeble)
Vacancy reference	168214

The Role

You will hold overall responsibility for the oversight and management of all health and safety matters within the Institute. You will be supported in the delivery of the role by the Institute's Deputy Safety Officer whom you will line manage. A detailed biological scientific knowledge together with health and safety experience will enable you to fulfil the functions of Institute Safety Officer. As manager, you will also be expected to provide some cover for the biological safety aspects of the deputy's role in their absence.

Responsibilities

- Provide a proactive and professional leadership role in ensuring there is consistency of Health and Safety policy and procedures across the Institute. Providing expert health and safety advice through briefings, presentations and written reports on any relevant matter, as required, in particular in relation to developing policies and strategic decision making.
- Work proactively with laboratory managers and other key staff across the WIMM to establish and maintain a programme of continuous improvement in the management of



Health and Safety within their areas of responsibility. Discuss areas for improvement with relevant professional services and academic staff and/or external bodies and agree appropriate corrective action.

- Provide the WIMM Management Team with comprehensive and relevant information and training on Health and Safety systems and procedures, including advising on equipment purchase and workplace practices.
- Be Vice Chair of the WIMM Health and Safety Committee, working collaboratively with the Institute Administrator and WIMM Building's Manager to provide comprehensive knowledge, expertise and understanding of Health and Safety issues.

Training

- Devise and deliver an effective package of safety induction training for all new starters to the Institute.
- Where required develop and deliver specialist training in-house, in conjunction with divisional safety office; ensuring that the appropriate records are maintained.
- Attend regular update training on Health and Safety legislation and the application of key policies in a research environment and advise the Director and other senior colleagues of key developments and areas for change/improvement.

Managing Health and Safety

- Provide the Director, Institute Administrator and Senior Researchers with expert advice on any matter within the Institute with health and safety implications. You will ensure that the WIMM Health and Safety Committee meets each term, setting the agenda, presenting detailed reports and recommendations, and ensuring accurate minutes are taken and distributed. Manage a comprehensive programme of risk assessments covering all aspects of the Institute's scientific work and support services.
- Ensure a schedule of regular safety testing e.g. of portable electrical equipment, safety cabinets, pressure vessels and gas regulators.
- Carry out annual health, safety and environmental audits of all areas and ensure that appropriate follow-up action has been taken.
- Take a proactive approach to identifying any potential deficiencies and bringing them to the attention of the responsible Senior Researcher, Director or Institute Administrator, as appropriate. When any deficiency is identified, you will be expected to take any necessary action, usually without reference to others, to ensure immediate safety and then to assess and provide recommendations for effective ongoing management.
- Investigate accidents and incidents that occur within the Institute and ensuring that all necessary reports are made to the University Safety Office.
- Work closely with any Senior Researchers submitting grant applications to assess potential risks and to provide advice on mitigating such risks.
- You will have specific responsibility for overseeing the trained Display Screen Equipment (DSE) assessors in the Institute and co-ordinating DSE assessments for users in the Institute.
- Arrange for the monitoring and disposal of hazardous equipment, chemical, biological and radioactive waste through the University disposal system.

Specific Responsibilities

- Work in conjunction with the Senior Radiation Protection Supervisor, ensuring compliance with the current Environment Agency Certificate for the storage and disposal of radioactive materials. You will liaise with the Radiation Protection Supervisors, who will normally perform the routine monitoring and advise the Health and Safety Officer of their findings.
- Working collaboratively with the Deputy Safety Officer, who also acts as the Institute's Biological Safety Officer, to ensure the WIMM's Biological Safety Committee meet

regularly and all genetically modified organism risk assessments are completed and up to date, including Control of Substances Hazardous to Health (COSHH). As necessary liaise with University Biological Safety Office.

- Work in conjunction with the Biological Safety Officer to ensure compliance with exacting biosafety regulations for activities undertaken in the CL3 laboratories with infectious biological agents. Ensure that the monthly CL3 user group remains fit for purpose.
- Provide specialist advice on fire and hazards with the use of laboratory chemicals and gases.
- Co-ordinate and review risk assessments for the use of LASERS and ensuring that the LASER inventory database is submitted to the University Safety Office annually.
- Ensure that the Institute's First Aid at Work provision meets statutory requirements and provides adequate cover to all parts of the building, in particular co-ordinating training attendance for the Institute's designated First-Aiders.
- Maintain the first aid boxes, stations and facilities throughout the WIMM in conjunction with the Building Management Team.

Policy Development and Implementation

- Draft, review and implement all safety documents ensuring that they, in turn, reflect the policies of the University. You will review the Statement of Safety Organisation at least annually, presenting recommendations for amendments to the Management Committee. You will be expected to advise Senior Researchers on the implementation of the safety policies within their laboratories.
- Maintain an up-to-date knowledge and understanding of health and safety matters relevant to the building and keeping a reference stock of safety literature and information appropriate to the work of the Institute. Ensure that staff are aware of new and updated University guidance, external regulations, legislation and scientific developments, and will be expected to communicate and provide advice on their impact to the Director and staff.

Inspections and Reporting

- Co-ordinate the annual safety inspection and any other specific inspections related to health and safety that the Institute may from time to time undergo.
- Ensure all reports and returns required by the University/Divisional Safety Office are made by the due date.
- Present accident reports at the termly Health and Safety Committee meetings.

External Relationships

- Frequent liaison with other University Departments and Medical Sciences Division Safety Officers, the Health and Safety Executive, the University Safety Office, the Occupational Health Service, and other similar external groups on relevant health and safety matters, as required.
- Represent the Institute at Divisional or University-level health and safety meetings as appropriate.
- Represent the Institute on other ad-hoc meetings as directed by the Administrator / Director.

Communication

- Ensure communication of health and safety matters with Institute staff is kept up-to-date via the intranet, notice boards, email and any other communication channels.
- Ensure that all outside contractors working in the Institute are informed of the safety policy relevant to their work and remain compliant with the instructions they are given.

General

- Maintain the Health and Safety pages on the Institute intranet as a useful resource for staff and students.
- Act at all times in the interests of the Institute to ensure Good Laboratory Practice and H&S activity in all activities.
- Participate in and support the public engagement and widening access activities of the Institute and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the Institute, Division and University. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Masters or PhD in an area of science directly related to the laboratory work of the WIMM.
- Significant experience of working in a life sciences research and biocontainment labs.
- Knowledge and/or experience of working at Biosafety Containment Levels 2 & 3.
- Knowledge and experience of Health and Safety legislation within a research environment.
- Ability to communicate clearly and concisely at all levels, both orally and in writing, and have an empathic approach to the needs of researchers without compromising safety.
- Ability to relate to a very wide range of personnel.
- Good organisation skills with the ability to prioritise workload.
- Good IT skills (Microsoft Office Word, Excel, Outlook, PowerPoint).
- Ability to work independently and on own initiative, as well as part of a team.
- Experience of supervising or line management of staff.
- Willingness to undertake continuing professional development.

Desirable

- Diploma in Occupational Health & Safety and membership of the Institute of Occupational Health & Safety
- NEBOSH certificate

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:

- Lone Working
- 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:

- A satisfactory basic Disclosure and Barring (DBS) or University overseas security check due to working in a research environment where the postholder may have knowledge or information concerning animal research and/or other knowledge of pathogens and toxins.

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.

Medical Sciences Division

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: <http://www.medsci.ox.ac.uk>

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



MRC Weatherall Institute of Molecular Medicine

The MRC Weatherall Institute of Molecular Medicine fosters research in molecular and cell biology with direct application to the study of human disease. Housing around four hundred scientists, we are proud to be at the forefront of an exciting research field impacting on our understanding and treatment of diseases (cancer, rare diseases, haematology, immunology, stem cell and developmental biology)

The Institute was founded by Professor David Weatherall in 1989. The three main sponsors of research in the Institute are the [University of Oxford](#), The [Medical Research Council](#) and [Cancer Research UK](#). Significant funding also comes from the [Wellcome Trust](#) and other medical research charities.

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

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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.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 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 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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 <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 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/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.