

## NUFFIELD DIVISION OF CLINICAL LABORATORY SCIENCES

<b>Job title</b>	Facilities Manager & Health and Safety Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Division of Clinical Laboratory Sciences - RDM
<b>Location</b>	John Radcliffe Hospital, Oxford
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395 per annum with a discretionary range up to £59,421 per annum. A less experienced candidate may be appointed at Grade 7 (£36,024 - £44,263) per annum, with a commensurate adjustment in either the essential criteria, responsibilities or duties.
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Prof Deborah Gill, Head of NDCLS and day-to-day supervision by NDCLS Business Manager
<b>Vacancy reference</b>	<b>168216</b>
<b>Additional information</b>	

### Overview of the role

This is a multi-faceted role, providing Health & Safety and Facilities management for the Nuffield Division of Clinical Laboratory Sciences, as well as additional support as identified and required by the Business Manager (i.e. IT support, MIU support). This is a key role that will ensure the department has a high level of compliance with University policies, HASMAP and HTA, and also proactive leadership on Health and Safety matters.

You will be responsible for project managing departmental building related projects and deputising for the Business Manager on facilities and health & safety matters as required. You will be responsible for all aspects of the management of departmental building projects including planning, budgeting, delivery, including supervising contractors while on site, as well as health and safety compliance.

Facilities projects: include academic moves, new equipment installations, lab refurbishments, space utilisation, improved service delivery, innovation and improvement (inc. sustainability),



risk management and emergency action plans, building access security, departmental policies review.

You will ensure effective policies, associated procedures, processes and training packages are in place across the department. You will provide a clear and decisive lead on all Health & Safety matters, supporting the Business Manager. You will develop effective working relationship across a broad range of stakeholders (staff, students, visitors, departmental, divisional and university-wide committees and teams) to manage the provision of timely and appropriate support in relation to Health & Safety matters, and represent the department relevant committees.

Health & Safety projects include: lead on Health & Safety matters; policies review and implementation; training skills analysis (inc. training programme identification for specific roles, compliance monitoring and local delivery if required); lead the development, promotion and delivery of a robust and effective Health & Safety culture embedded in the day-to-day operation of the department (inc. HTA compliance, legislation knowledge, healthy and safe working management and strategies), manage/deliver a programme of safety tours and inspections, provide operational support to emergency situations out of hours where Health & Safety is a priority.

## **Responsibilities**

### **Facilities responsibilities/duties**

- Oversee the efficient running of all building support services, managing the response to requests for general maintenance and repairs including but not limited to; air handling, heating, water, power, extract systems, fume cupboards and air conditioning, equipment and furniture. Organise and facilitate regular PAT testing for equipment throughout the Department
- Manage day-to-day buildings security and security systems, including fob access system, all keys, fire panels, access to labs, liaising with OUH and University Security Services and other emergency services in callout, weekly testing, and occasional disablement for operational purposes
- First point of contact to provide day to day support with facilities, services and equipment. Liaising with Estates Services, contractors, and stakeholders with regard to the maintenance of the departmental spaces and their services as required
- Act as the facility manager to the Tissue Culture Facility, overseeing and ensuring compliance with the rules and regulations set by the user group and Department
- Oversee the Cryostorage facility in the department, organising and facilitating any training required and working with Oxford Radcliffe Biobank (ORB) to keep sample security to a maximum
- Management of the Facilities and Safety budgets and responsibility for their expenditure. Contribute to budget-setting and identify/advise on areas/projects requiring budget input
- Maintain, and keep up to date, the floor and other estate plans associated with the Department; completing and submitting returns as appropriate. Identify projects to improve usability of the space available
- Negotiate and/or facilitate contracts for maintenance of the systems and services with suppliers. Manage and maintain accurate records of the equipment in the labs (inc. departmental microscopes, communal printers/photocopiers). Ensure that the equipment is serviced in line with the manufacturers requirements and/or any risk assessments

- Update and Maintain the NDCLS Asset Register and Department Equipment Listing (DEL), and conduct a physical audit of the asset in the Department at appropriate intervals. Submit audit and reports to the University regarding the registers as required
- Lead on the management of construction and refurbishment projects within the premises, competitively tendering, attending site and design meetings as required, and reporting to stakeholders and managers. Also to undertake and directly manage smaller works as appropriate and with due consideration of University policy
- Be an active member of the University's Facilities Managers Forum and participate in relevant Facilities focus groups Liaising with and trying to maintain good working relations with the OUHT Estates Department (e.g. maintenance & building services, security, receipt & distribution, domestic service contractors etc.)

### **Health and Safety responsibilities/duties**

- Work with the Deputy Departmental Safety Officer to ensure comprehensive health & safety provision for the department
- Chair the departmental safety committee, drive agendas and actions implementation, ensuring representation and compliance across the department. Coordinate and manage actions of named committee safety officers
- Create, maintain review and update Departmental risk assessments for common activities
- Facilitate and provide advice for specific risk assessments for those specialist activities limited to particular groups or individuals
- Manage the Display Screen Assessment programme including completing assessments, preparing reports and coordinating any required remedial measures
- Act as the Health & Safety representative for the departmental Unit Heads meetings, as well as on divisional and university-wide forums and network committees. Attend the Divisional Safety Office termly safety meetings
- Advise the SMT on operational impacts of strategic plans
- Be the first point of contact to provide day to day support and advice, liaising with groups and individuals experiencing problems or requiring adjustments (e.g. health hazards, return to work adjustments after absence period, maternity adjustments, injury at work)
- Manage the recording and response to incidents, such as but not limited to accidents, completing or assisting with the filing of reports as appropriate. Undertake local investigations of incidents and identify/implement preventative measures as required
- Identify projects to improve safety within the department and deliver a robust and effective Health & Safety culture embedded into the day-to-day operations
- Identify areas of concern and coordinate response planning/implementation of policies and practices
- Conduct safety inspections to ensure compliance with departmental and university policies and procedures, providing guidance and advice where expected standards are not met
- Liaise with the University Safety Office and stakeholders with regard to compliance and safety provision to our staff, students and visitors as required
- Develop, review, promote and monitor safety training for staff, students and visitors as required

- Line manage staff, including Apprentices, as required

### **Human Tissue Act (HTA) responsibilities/duties**

- Act as the Deputy Collection Responsible Officer for the NDCLS Museum and lead on the day-to-day running of the museum and curation of the collection contained within it. Implement and manage specimen maintenance programme. Manage governance administration aspects of the collection
- Lead departmental HTA compliance for anyone working with relevant materials and act as the first point of contact for any queries relation to the HTA, referring issues as appropriate to the departmental administrator and/or the Human Tissue Governance Team
- Develop, review, promote and monitor HTA training for staff, students and visitors as required

### **Other duties**

- Support departmental members with their orders' delivery and manage parcels dispatch to recipients (inc. liaising with OUH site stores, alerting recipients when parcels require low temperature storing, organising cover during annual leave)
- Oversee departmental room booking facilities and provide assistance with IT and projection set-up as required by users
- In conjunction with the Departmental administrator, provide ad-hoc basic level support to the Medical Illustrations Unit (MIU), assisting in particularly busy periods or during periods of annual leave
- Assist in the running of the Laboratory Medicine Course, in setting up of teaching areas, assisting with examinations and ensuring the pathology pots in the NDCLS Museum are suitably maintained
- Maintain and develop specialist knowledge and skills through professional training opportunities and accreditation with professional bodies

### **Selection criteria**

#### **Essential selection criteria**

- Demonstrable relevant experience in facilities and health and safety management in a relevant environment
- Good knowledge of relevant statutory UK/EU legislation relating to building systems, waste management, and health and safety
- Willing to learn new skills, attend appropriate training courses, and be adaptable and flexible in a fast changing environment.
- Supervision or management experience and the ability to motivate others
- Ability to work on own initiative, to prioritise multiple projects and report effectively
- Experience of budget management

- Excellent interpersonal, strong negotiating skills and communications skills with the ability to be diplomatic but firm, and build and maintain relationships with internal and external stakeholders at all levels
- Ability to organise work time efficiently and handle competing priorities to deliver results to a required high standard and to deadlines
- Strong IT skills with working knowledge of MS office including Word and Excel
- Knowledge and experience of the Human Tissue Act, including the legislation itself and the deployment of the principals and laws contained within

### **Desirable**

- Good understanding of facilities management issues and procurement procedures including the tendering of maintenance contracts
- Experience of liaising with and managing multiple companies and departments
- Knowledge of PAT testing software
- Previous experience in the relevant environment

### **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: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### **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:

- Lone Working
- Work in hot or cold environments
- Regular manual handling
- Working with Human Tissue material
- Working with blood, human products and human tissues
- Possibly working with category 3b or 4 lasers ([laser safety class](#))
- Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](#)
- 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:

- 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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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](http://www.ox.ac.uk/about/organisation).

### **Nuffield Division of Clinical Laboratory Sciences (NDCLS)**

Led by Professor Deborah Gill, the Nuffield Division of Clinical Laboratory Sciences brings together all of the clinical laboratory-based disciplines within the Oxford Medical School (Microbiology, Genetics, Cellular Pathology, Haematology and Clinical Biochemistry). The original Nuffield Departments date from Lord Nuffield's original benefaction to the Oxford Medical School in 1938.

As well as the teaching of Undergraduate and Clinical Medical Student courses, NDCLS has an active research programme, holding more than £5.3m per annum (£25m in total) of research grants from Research Councils and charities.

For more information please visit [www.ndcls.ox.ac.uk](http://www.ndcls.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 650 staff, has around 150 postgraduate research students and has an annual turnover of around £59m 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](http://www.rdm.ox.ac.uk)**

### **The 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>

## 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.

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## 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).

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## 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.

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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](http://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](http://www.newcomers.ox.ac.uk).