

Job title	Deputy Building and Facilities Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Target Discovery Institute, NDM Research Building, Old Road Campus, Roosevelt Drive, Headington, Oxford, OX3 7FZ
Grade and salary	Grade 6: Salary in range £32,332 - £38,205 per annum (pro rata)
Hours	Full time
Contract type	Permanent
Reporting to	Building and Facilities Manager
Vacancy reference	170536

Additional information	Your post is primarily associated with the Target Discovery Institute, NDM Research Building. There is, however, a mobility requirement (agile working) to ensure there is consistent and sufficient cross-cover across the function. This agile working will apply to all locations where NDM has a facilities presence in Oxford.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - https://www.tdi.ox.ac.uk/
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

With support from the Building and Facilities Manager, you will maintain the building to ensure that first class research support is maintained within the NDM Research Building.

To be able to undertake this role, you will need to acquire and maintain knowledge and understanding of the building operation and that of the groups within it.

You will be the primary contact for engineers, contractors and other providers, enabling their functions within the facility.

You will be expected to manage defined areas of research laboratory service provision and exercise judgement in reporting back to or in bringing specific issues to the attention of the Building and Facilities Manager in a timely manner.

You will be well organised with a high level of detail. You will be required to communicate with internal and external staff at all levels, ensuring that critical information is effectively conveyed to key personnel.

You will contribute towards the co-ordination and technical support of a broad range of essential services relating to the building. Some of these include maintaining equipment, building fabric and providing general laboratory support to the various scientific research groups.

You will be expected to demonstrate commitment to continuous development of your specialist skills and knowledge, you will receive appropriate support, resources and training.

Responsibilities

You will:

Building, Facilities and Service Provision

- Manage the day to day supervision of the building and laboratory technicians.
- Support the Building Manager in the smooth running and day to day operations including all hard and soft facilities management services.
- Schedule and manage planned maintenance works to cause minimum possible disruption to ongoing research activity.
- Develop a detailed understanding and plan for all building services, ensuring they are running optimally, by reference to the TREND building management system (BMS), with particular regard to specific scientific areas where optimal equipment performance depends on the correct operating environment, and within specified Health and Safety limits.
- Monitor alarms generated by the BMS, investigate, rectify, and manage suppliers to resolve any issues.
- Monitor and maintain the access control entry system, the main security control panels and CCTV to ensure they are adequate and maintained, ensuring the building is secure at all times.
- Ensure a continuous supply of facility services at all times, e.g. liquid nitrogen, dry ice, purified water and compressed gases.
- Ensure meeting rooms and spaces are maintained to a high standard and manage the AV equipment across the whole building.
- Manage the asset register.
- Assist in the installation, relocation, modification and maintenance of laboratory and building furniture, fixtures, equipment and services.
- Actively assess and respond to any problems and matters that arise throughout the day.

- Work with the Building and Facilities Manager to maintain building Contingency, Emergency Action Plans and Security plans in line with University requirements.
- Be responsible for autoclaving, decontamination, hazardous and WEEE waste, following University waste procedures.
- Provide out of hours cover in conjunction with others on the on call rota.
- Take responsibility for ensuring all statutory tests and inspections are completed, e.g. pressure testing

Research Laboratory Support

- Manage and direct the running and development of services provided to users, e.g. goods in / glass wash / stores, to ensure these are effective, sufficient and in line with requirements.
- Liaise with and support the managers of specialised research facilities, e.g. CL3 suite, Microscopy, Mass Spectrometer as well as laboratory managers for research groups.
- Manage services and maintenance schedules for core building laboratory equipment as well as ensuring timely response to breakdowns or emergency repair. e.g. fume cupboards and microbiological safety cabinets.
- Liaise with, meet, and escort laboratory service engineers during repair or preventative maintenance visits, ensuring that all reports are systematically stored and any actions communicated to the Building and Facilities Manager.
- Monitor and manage stocks of defined laboratory consumables, collating and analysing usage data, liaising with researchers and suppliers to ensure adequate provision, for example, water purifier cartridges, including changing of parts or gas cylinders including delivery to laboratories, changing of gas cylinders and regulators.
- Manage provision of cryogenic materials.

Health & Safety Support

- Act as a Deputy Fire Officer and Deputy Safety Officer, provide Fire Marshal and/or First Aider support (for which training will be provided).
- Manage eye wash station and drench shower flushing and maintain stock levels in First Aid boxes.
- Assist with weekly fire alarm test.
- Manage PAT testing programme, insurance and gas cylinder regulator inspections. Ensure annual portable appliance testing is completed.
- Assist in the day-to-day running of the waste management facilities within the centre especially radioisotope, biological, destructive autoclave and equipment waste management and recording. Dispose of hazardous waste and general waste.
- Liaise routinely with the University Safety Office on health and safety matters and to assist with inspections.

General Support

- Assist in the delivery and provision of services outlined in the building service level agreement.
- Provide first line emergency support such as dealing with water leaks or cold storage failure.
- Assist with inventory database provision and equipment maintenance programmes.
- Provide ad hoc support to research groups as required e.g. stock taking, cold storage management, cleaning of specialist laboratory areas.
- Provide holiday and sickness absence cover for Building and Facilities Manager, glass wash and goods in when required within the department.



- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- 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.

Selection criteria

Essential

- Educated to at least GCSE standard or equivalent.
- Knowledge of current Health & Safety requirements within a practical research environment.
- Excellent communication skills; you will be expected to have confidence to work alone but to demonstrate initiative to seek guidance from or to report back to your line manager.
- Experience of practical problem solving and troubleshooting combined with a willingness to contribute ideas in developing support provided by the team.
- Demonstrate a can do attitude as part of team and to work independently.
- Possess a highly organised and flexible approach to work and demonstrate the ability to manage a diverse workload.
- Competent in the use of MS Office packages.
- Experience of supervising staff.

Desirable

- NEBOSH Certificate.
- A working knowledge of scientific research environments.
- Knowledge of Building Management System (BMS).
- Current First Aid qualification.
- An awareness of the impact of resource constraints (time, finance, personnel), health & safety requirements and legislation upon practical investigative biomedical research.



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 to 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
- Regular manual handling
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- 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

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

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

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>.

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.

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

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

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@ndm.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.

