

NUFFIELD DIVISION OF CLINICAL LABORATORY SCIENCES

| | |
|-------------------------------|---|
| Job title | Facilities Manager & Health and Safety Officer |
| Division | Medical Sciences |
| Department | Nuffield Division of Clinical Laboratory Sciences - RDM |
| Location | John Radcliffe Hospital, Oxford |
| Grade and salary | 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. |
| Hours | Full time |
| Contract type | Permanent |
| Reporting to | NDCLS Business Manager |
| Vacancy reference | 170685 |
| Additional information | |

Overview of the role

The Facilities Manager & Health and Safety Officer plays a pivotal role in the Nuffield Division of Clinical Laboratory Sciences (NDCLS), one of five divisions within the Radcliffe Department of Medicine (RDM).

This position is designed to proactively and efficiently manage the operational needs of NDCLS, supporting the Divisional Head of Department and the Business Manager. Responsibilities include day-to-day health and safety and facilities management, preventative maintenance, ad hoc repairs, risk mitigation, business continuity, and emergency response plans. The role informs strategic decisions and departmental policy, with a continued commitment to innovation, improvement, and sustainability.

The Facilities Manager & Health and Safety Officer will also support the implementation of the organisational/cultural transition integral to the University's EveryDaySafe campaign. This involves providing a clear and decisive lead on all Health & Safety matters including delivery of effective policies, processes, and procedures, driving training and competency programmes and ensuring a high level of regulatory compliance (for example HASMAP and HTA).



You will manage the provision of timely and appropriate support, embedding a robust and effective Health and Safety culture into the day-to-day operation of the department. Responsibilities extend to managing out-of-hours operational support and addressing emergencies where Health & Safety is a priority and representing the department on relevant committees. Establishing and fostering effective working relationships with varied stakeholders, is crucial. You should be comfortable in a fast-paced environment, adaptable and willing to learn new skills, as required.

This role offers an excellent opportunity to leverage and develop your strengths across a wide-ranging portfolio and to engage across different areas of both facilities management and Health and Safety in liaison with the University and Oxford University Hospital (OUH) NHS Trust. To support your development and ensure your success in this role, you will be encouraged and supported to take part in the wide range of training courses that the University has to offer its staff and you will have the opportunity to benefit from career mentoring. Moreover, there is a possibility of support for a suitable candidate in acquiring relevant Health and Safety certifications.

The post holder will work closely with, and under the direction of the Business Manager in the following responsibilities:

Facilities responsibilities/duties

- Supervise the effective operation of all building support services within the department, overseeing responses to general maintenance and repair requests, including tasks related to air handling, heating, water, power, extract systems, air conditioning, equipment, and furniture
- Lead operational arrangements for academic group activities, overseeing procurement and installation of new equipment, as well as directing lab and office refurbishments, including space utilisation and repurposing
- Manage the day-to-day requirements of departmental security systems, including card and key access, fire panels, access to biological containment labs. Collaborate with OUH NHS Trust, University Security Services and emergency services when necessary for callouts, weekly testing, and occasional disablement for operational purposes
- Serve as the primary point of contact for and provide day-to-day support with facilities-related matters. Liaise with OUH Estates department, contractors, and other stakeholders to ensure the maintenance of departmental spaces and their services, as required
- Act as the Tissue Culture Facility manager, overseeing compliance with the rules and regulations set by the user group and department
- Act as the Cryostorage Facility manager, coordinating and facilitating necessary training and collaborating with Oxford Radcliffe Biobank (ORB) to ensure sample security
- Manage the Facilities and Safety budgets, taking responsibility for expenditures. Contribute to budget-setting and identify and advise on areas/projects requiring budget input
- Maintain and update floor plans 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 facilitate contracts for system and service maintenance with suppliers. Maintain accurate records of all laboratory equipment, including communal printers/photocopiers etc., ensuring timely servicing in line with manufacturers 'requirements and/or risk assessments

- Update and Maintain the NDCLS Asset Register and Department Equipment Listing (DEL), conducting periodic physical audit of the department assets. Submit audit and reports to the University as required
- Lead the management of construction and refurbishment projects within the premises, including competitive tendering, attendance at site and design meetings, reporting to stakeholders/managers, and managing budgets in accordance with University policy
- Be an active member of the University's Facilities Managers Forum, including attending the termly meetings, and participate in relevant Facilities focus groups. Foster and maintain positive working relations with the OUHT Estates Department, covering maintenance and building services, security, receipt and distribution, and domestic service providers, among others

Health and Safety responsibilities/duties

- Advise and support the Head of NDCLS in achieving compliance with University policies and legislation, as well as implementing the EveryDaySafe culture change campaign
- Work with the Deputy Departmental Safety Officer to ensure comprehensive Health & Safety provision for the department including visitors and contractors
- Chair the departmental safety committee, drive agendas, oversee the implementation of actions to ensure compliance across the department, including coordinating named committee safety officers
- Create, maintain review and update departmental risk assessments for common activities
- Facilitate and provide advice for specific risk assessments for specialist activities
- Manage the Display Screen Assessment program, including completing assessments, preparing reports and coordinating any required remedial measures
- Act as the Health & Safety representative at departmental meetings, as well as on divisional and university-wide forums and network committees
- Advise the Senior Leadership Team (SLT) on operational impacts of strategic plans
- Serve as 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 after absence/maternity or injury at work)
- Manage the recording of and response to incidents, such as (but not limited to) accidents; completing or assisting with the filing of reports as appropriate. Undertake local reviews and investigations of incidents and identify/implement preventative measures as required
- Identify projects to improve safety within the department and foster a robust and effective Health and Safety culture embedded in 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 Divisional Safety Team and stakeholders regarding compliance and safety provision to staff, students and visitors as required

- Develop, review, promote and monitor training and competency programmes for staff, students and visitors (including training skills analysis, compliance monitoring) and implement local delivery as required
- Line manage staff, including apprentices, as required
- Manage policy review and local implementation

Human Tissue Act (HTA) responsibilities/duties

- Act as the Deputy Collection Responsible Officer for the NDCLS Museum, overseeing the day-to-day operations and curation of the collection. Implement and manage specimen maintenance programme. Manage governance administration aspects of the collection and assist with audits and inspections
- Lead departmental HTA compliance for individuals working with relevant materials and act as the first point of contact for any queries relating 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 order deliveries (including, managing dispatches, liaising with OUH site stores, alerting recipients when parcels require low temperature storing and organising cover during annual leave)
- Oversee departmental room booking facilities and provide assistance with IT and projection set-up as required by users
- 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; setting up of teaching areas, assisting with examinations and ensuring the pathology specimens/materials are suitably maintained
- Maintain and develop specialist knowledge and skills through professional training opportunities and accreditation with professional bodies
- Additional duties and ad hoc projects, as appropriate for the grade

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent
- Demonstrable 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
- Ability to lead and motivate teams, with prior experience in line management or supervision

- Proficient in efficiently organising a complex workload, independently managing competing priorities and consistently delivering results to the high standard required, within specified deadlines
- Excellent interpersonal, negotiation and diplomatic communications skills, with the ability to build and maintain positive working relationships with internal and external stakeholders at all levels
- Excellent verbal and written communication skills, including the ability to convey processes and procedures clearly and accurately, both verbally and in writing
- Experience of working within the Human Tissue Act, including knowledge of the legislation and deployment of its principles and laws
- Strong IT skills with working knowledge of MS Office, including Word and Excel
- Keen attention to detail, coupled with effective record-keeping and reporting abilities
- Strong analytical and problem-solving skills
- Experience of budget management

Desirable

- Good understanding of procurement procedures including the tendering of maintenance contracts
- Commercial/NHS/Higher Education Institutions experience
- Appropriate Health and Safety qualifications e.g. NEBOSH National General Certificate or IOSH Managing Safely

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/.

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.

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

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

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.

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.

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.

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>

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.