

Job title	Senior Building & Facilities Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Oxford Centre for Immuno-Oncology, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
Grade and salary	Grade 9: £52,815 - £61,198 with a discretionary range to £66,857 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Space and Capital Projects and Business Manager
Vacancy reference	173076

Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
Additional information	Your post is primarily associated with Old Road Campus 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 - www.immonc.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <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

The Old Road Campus Research Building (ORCRB) comprises approximately 14,000sqm of laboratory and office space for the delivery of world-leading research into the genetics and structural biology of human diseases.

It houses over 500 building users, across different Departments:

- Ludwig Institute for Cancer Research (LICR)
- Centre for Immuno-Oncology (CIO)
- The Jenner institute
- The Pandemic Science Institute (PSI)
- Department of Oncology
- Department of Engineering
- Nuffield Department of Surgical Sciences
- The Knowledge Centre (Bodlian Healthcare Libraries)
- Clinical Proteomic Group (part of Nuffield Department of Medicine)

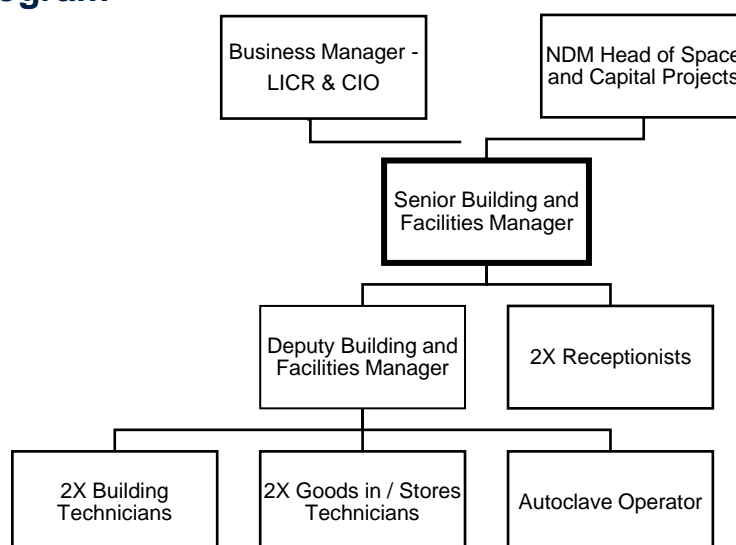
The research departments host a wide range of specialist equipment and research facilities including FACS, Mass Spectroscopy, Microscopy suits, insectary facility and biological containment laboratories (including Containment Level 3).

You will be expected to lead the strategic and operational delivery of building and facilities management services for the ORCRB, overseeing the provision of first-class research environment for all building occupants. Managing a team of 8, with 3 direct line reports, you will be responsible for both hard and soft facilities services.

In collaboration with the Heads of Finance and Operations, Business Managers, Finance Managers from the occupying departments and Head of Space and Capital Projects, you will support the delivery of the strategic development plans, ensuring appropriate facilities and lab provision to meet the demands of world-leading research. You will also engage with delivery of organisational development strategies for building and facilities provision in ORCRB and NDM more broadly.

As the Senior Building and Facilities Manager, you will play a significant role in identifying and implementing change programmes to ensure the delivery of efficient and cost-effective building management services, including supporting annual budget setting.

Organogram



Responsibilities

You will:

Strategic Planning

- Lead on all matters relating to the building management, taking responsibility for the delivery and provision of services across ORCRB.
- Create and implement a comprehensive maintenance and improvement strategy for the ORCRB, aligning with the research strategies of the ORCRB occupying departments to ensure that the building, plant and equipment are suitable for the delivery of world-leading research and collaboration with major funders.
- Act as a strategic lead for the Building and Facilities Team, managing complaints, and leading investigations of system alarms and faults, and any breaches of legal or regulatory frameworks.
- Prepare and present proposals and business cases for management consideration.
- Act as a key stakeholder in Department-led and relevant capital projects to improve and modify the existing fabric of the building, in collaboration with the NDM Space and Capital Projects Team, and the OU Estates Service
- Hold responsibility for the facilities, utilities, and services budget. You will liaise with the occupying departments Heads of Finance and Operations, Business Managers and Finance Managers to set the annual budget, and will take responsibility for drawing up detailed future financial plans for maintenance and development of the ORCRB.
- Work with the occupying departments HAFs and Business Managers to develop and maintain Business Continuity, Emergency Action Plans and Security Plans in line with University requirements.
- Act as the local expert in building and facilities matters, providing professional advice and guidance to those working in the building on any relevant matters that arise.

Building and Laboratory Management

- Hold responsibility for the management of the ORCRB Building, ensuring adequate and suitable provision of services, equipment, gases and housing for all building users and to meet the research requirements of resident Departments.
- Manage the renewal of all building and facilities service contracts in the ORCRB, working with the NDM Space and Capital Projects team to identify opportunities for co-ordination with other units in NDM to deliver efficiency and cost savings.
- Maintain building records, including asset and contracts registers, ensuring compliance with all requirements and regulations of the University of Oxford.
- Act as Oxford University Security Liaison Officer for the ORCRB, being responsible for building security and ensuring that systems are appropriate and robust. Where necessary, you will be responsible for the implementation of any change management projects to enhance and improve building security protocols.
- Proactively encourage the efficient use of utilities and actively monitor usage in the building. Act as the first point of contact for energy audits to reduce CO2 emissions in line with the University sustainability targets.
- Implement the highest standards in soft services for the ORCRB, monitoring them through KPIs, service level agreements and reporting tools.
- Lead on refurbishment projects within the ORCRB, liaising with OUES and other OU stakeholders for the development and approval to ensure compliance with CDM and all relevant safety policies.



- Act as main contact for all Facilities contractors working on site, including those working on minor works, departmental and capital projects.
- Be responsible for management of and participation in the FM on-call rota, always ensuring that there is adequate cover for out-of-hours response.

Management Responsibilities

- Provide day-to-day line management to the team, undertaking annual PDR reviews with team members, supporting their professional development, and implementing appropriate training is provided to underpin the delivery of duties and responsibilities.
- Manage team performance through the implementation and monitoring of KPIs and the repair tracking system, working with the Deputy Building and Facilities Manager and occupying departments Laboratory Managers to ensure that planned maintenance works are scheduled to minimise disruption to research activity.
- Develop and implement policies and procedures for all regular team activities, in collaboration with stakeholders across the different occupying departments.
- Work with the different department HAFs and Business Managers, oversee the team's communications, ensuring appropriate use of emails, MS Teams, intranet and webpages to communicate with all building users.
- Establish and maintain good working relationships with stakeholders within the building, ORC and NDM, and the wider University, liaising appropriately when necessary,
- Work collaboratively with all occupying departments professional services to provide comprehensive support to HAFs and Business Managers.
- Lead staff through periods of change, communicating a clear and positive vision and acting as a role model.

Financial

- Work with the HAFs, Business Managers and Finance Managers to ensure efficient and fiscally responsible approach is implemented to manage premises and maintain equipment.
- Assist with the annual budgeting exercise, considering both staff and core equipment costs, and the funding for planned maintenance and renewal costs.
- Ensure that appropriate expenditure records are maintained in the Facilities team to enable the Finance Manager to appropriately recharge the costs of consumables and services provided to building users.
- Proactively seek best value solutions for the building and its users, on all occasions.

Health and Safety

- Ensure that an appropriate and robust health and safety framework is in place for all building users, with co-ordinated policies implemented for activities that bridge research groups and Departments, in consultation with the NDM Health and Safety team, other H&S teams from the occupying departments and the University Safety Office.
- Work with the ORCRB's Laboratory Managers and the Deputy Building and Facilities Manager in the production and implementation of protocols and procedures for general building and laboratory safety, use of core equipment in communal areas and the maintenance of building contingency plans.
- Ensure that Facilities contractors working in the building are suitable and approved, provided with appropriate PPE, supervised and informed of relevant safety information, with the appropriate work permits in place.
- Fulfil the role of Fire Officer for the ORCRB, and will be responsible for ensuring that all required documentation is in place and systems maintained. Maintain local arrangements for fire



evacuation and investigation, and ensure that the Centre is compliant with the University's Fire Policy. Ensure that routine system testing and drills are carried out.

- Work with the all departments Health and Safety teams to ensure the network of building fire wardens and first aiders are maintained and suitably trained.

Other Responsibilities

- Co-lead the ORCRB's Building Management Group.
- Co-ordinate and co-lead the ORCRB IT Managers group with the Head of MSD IT.
- Work flexibly and agilely providing cross-cover across ORC-NDM as required by the NDM Space and Capital Projects team, supporting the NDM Facilities review and acting as a source coaching and mentoring support for the wider Facilities community.
- Any other reasonable responsibilities, commensurate with grade as directed by the Building Management Group Business Manager and NDM Head of Space and Capital.

In execution of these roles and responsibilities you will, at all times:

- Comply with Departmental and University policies with regard to financial procedures, health and safety and compliance and assurance.
- Work with discretion and confidentiality when dealing with personal data or information.
- 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

- Qualified to degree level, or evidence of equivalent experience.
- Experienced in building and facilities management at a senior level.
- Experience of project management in a scientific environment, understanding of engineering infrastructure in scientific facilities, and ability to recognise and respond to needs of research groups.
- Demonstrable experience of change management and stakeholder engagement.
- Effective team management and leadership skills.
- Ability to communicate effectively, both orally and in writing at all levels, being proficient in creating technical reports.
- Computer literate in building management systems, MS Office, Teams and SharePoint
- Have an analytical approach to problem solving

Desirable

- Membership of a relevant professional body.
- Knowledge of COSHH regulations.
- Experience of working in the university sector.
- Project management qualification with knowledge of health and safety requirements and construction design and management regulations.



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:

- Working at heights
- Night working (11pm-6am)
- Lone Working
- Work in hot or cold environments
- Regular manual handling
- 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 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.