

Medical Sciences Division/Mathematical, Physical and Life Sciences Division

Job title	Facilities Technician
Division	Medical Sciences Division and Mathematical, Physical and Life Sciences Division
Department	Department of Experimental Psychology and Department of Biology
Location	Life and Mind Building, South Parks Road, Oxford
Grade and salary	Grade 4: £27,838 - £31,459 p.a.
Hours	Full time
Contract type	Permanent
Reporting to	Deputy Building & Facilities Manager (Operations)
Vacancy reference	173497

The role

The [Life and Mind Building](#) (LaMB) will be the largest building project the University has ever undertaken and will significantly improve the way psychological and biological science is undertaken in Oxford, helping scientists to solve some of our major global challenges. It will be home to the Department of Experimental Psychology and the Department of Biology.

As a Building Technician, you will work closely with the Deputy Building & Facilities Manager (Operations) in order to effectively maintain the infrastructure of the LaMB. This will involve carrying out routine repairs, maintenance and supervision of some contractors working within the building. You will be responsible for prioritising both reactive and preventative maintenance tasks and also respond to work request forms submitted by the occupying departments. Working alongside several other Facility Technicians and within a broader Building Management team, you will ensure work is carried out in a timely fashion and to appropriate standards.

As a large, multi-disciplinary research facility, the LaMB will accommodate a variety of wet-chemistry labs, specialist analytical suites, controlled environment rooms and highly sensitive analytical equipment. The role holder will be expected to have a thorough understanding of the Health and Safety requirements of working in such environments, as well as the ability to work meticulously according to standard operating procedures.

It is essential that the role holder have experience in writing, modifying and working according to risk assessments and understand the requirement to routinely evaluate and adapt them when there is a procedural change.

A flexible approach is required to working hours and the post holder will be expected to cover additional hours or swap shift patterns from time to time

Main duties and responsibilities:

General Building Maintenance

- Assist Building & Facilities Manager (Operations) in the allocation of repairs and maintenance tasks to the facilities team or by using external contractors.
- To engage with all staff with a positive attitude and pleasant manner.
- To work with other members of the building management team and staff within other buildings when required.
- Undertake inspections and provide reports to the Building & Facilities Manager (Operations) in the form of short documents or verbally on the condition of areas within the building such as review of kitchen areas, glass washing facilities, performance of lavatories, communal lighting around the building, general decoration etc.
- Note and report any faults or problems with building infrastructure to the Building and Facilities Manager and/or Planon and liaise with others including Estates Services to resolve faults or problems as required.
- To liaise with and supervise on a routine basis, University of Oxford Estates Dept, external contractors and engineers.
- To understand the basics of how the lighting, fire alarm and sprinkler systems operate within the building and carry out inspection/repair as required.
- To understand the operation of the cryogenic storage and compressed gas systems and perform regular checks on the safety systems located within the rooms e.g. low oxygen monitors and air flow monitoring.
- Be able to read the fire panel, including temporary isolation of detectors, if necessary. In the event of an alarm, advise both security and the fire brigade if necessary.
- To show flexibility in duties and approach to service supply, on occasions helping cover for another team member during their absence. Actively participate in team meetings.
- Provide cover for the Goods-in Technicians and/or Reception services and be fully competent in the procedures for each team (training can be provided).
- Assist with the removal of heavy items around the building or delivery of items from Goods-in to the point of use.
- Assist with the reorganization of rooms, which will involve moving furniture to meet the requirements of the end user.
- Assist the Building & Facilities Manager (Operations) in the relocation of groups, moving furniture and heavy equipment, keeping the exterior areas associated with the building in a clean condition and preparation for VIP visits or important events.
- To partake in a regular rota for on-call response to emergencies in the building during out-of-hours periods.

Workshop Duties

- Repair of small laboratory equipment and specialist systems, for example growth facilities and behavioral neuroscience equipment.
- Provide technical information for researchers on equipment (installation, repair and modification).
- Responsible for use of a shared workshop/store equipped with a range of hand tools, workbench area, materials and supplies required to carry out repair and maintenance work as well as equipment construction.
- Maintain existing equipment in the workshop in a safe manner.
- Ensure that workshop users are suitably inducted and appropriately trained.
- Ensure that suitable and sufficient risk assessments and required SOPs are in place.
- Replace end of life workshop equipment, on a case-by-case basis to ensure that the required service provision is maintained for building occupiers.

Additional Duties

- Maintain, fault-find and resolve issues with the Salto card access system via the software interface and hardware. Program, install and replace locks.
- Carry out Portable Appliance Testing (PAT) of equipment as required. Complete all necessary administrative tasks associated with testing. Training can be provided.
- Ensuring departmental vehicle(s) are in a safe condition for use, carry out weekly maintenance checks for oil, water, air and general condition. Check booking forms and fault log. Arrange for servicing, repairs, MOT and tax/licence renewals.
- Driving duties using departmental vehicles for collection of supplies and other services as requested.
- To understand the Health and Safety requirements in a laboratory and industrial environment and to comply with required procedures.
- Any other duties that may reasonably be required are appropriate to the grade.

Selection criteria

Essential selection criteria

- Experience of working within a facilities management team.
- Technical knowledge and experience in building repair, maintenance with previous experience in a similar environment
- Knowledge and experience in manual handling at work.
- Demonstrable understanding of Health and Safety requirements of working within high-risk research facilities.
- Experience of writing, adapting and working to the controls of a Risk Assessment.
- Demonstrate a flexible approach and be able to cover additional hours as the operation requires.
- To be able to work independently and effectively as a member of a team.
- Ability to respond to an emergency situation in a professional manner.
- Ability to prioritize work and to work autonomously
- Good interpersonal skills with the ability to deal with a variety of people
- Good IT skills, with knowledge of Microsoft Office packages (Word, Excel, PowerPoint, Outlook).
- Excellent written communication skills, with ability to write method statements.

Desirable selection criteria

- Experience in a similar busy, demanding environment.
- Experience in pressurised gas systems, e.g. CO2 or LN2 systems
- Experience of working at the University of Oxford or similar environment in a Buildings and Facilities capacity.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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
- Lone Working
- Work in hot or cold environments
- Regular manual handling
- Work with any substance which has any of the following pictograms on their MSDS:



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 spinouts, 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.

The Department of Experimental Psychology

The Department of Experimental Psychology at Oxford was founded in 1898 and has a long and prestigious history and is fortunate to be home to a number of current world-leading research groups and continues to be among the top-ranked Psychology departments worldwide. In the 2021 Research Excellence Framework (REF) Exercise the Psychology, Neuroscience and Psychiatry REF submission from Oxford was judged to have many outstanding strengths in the research it produced, its research environment, and in terms of the impact of its research on wider society. Departmental turnover for 21/22 was in excess of £15 million. Research in the Department is organised into 5 research groupings roughly equal in size: Behavioural Neuroscience / Cognition and Perception / Developmental Psychology / Social Psychology / Psychological and Brain Health.

In 2018 the core of the Department relocated to the Radcliffe Observatory Quarter where we now occupy two floors of New Radcliffe House and the Anna Watts Building. The Anna Watts building houses the developmental research centre and facilities for EEG, TMS, and tDCS, along with multiple laboratories with eye-movement recording equipment. The Oxford Centre for Anxiety Disorders and Trauma (OXCADAT) is located at The Old Rectory, and we also have some research groups located in the Tinsley Building in the Science Area of the city. Experimental Psychology has good access to a wide variety of special populations including mothers and babies, schools, older participants, acquired and developmental neuropsychological patients, and individuals with psychological problems.

In 2025 the department will move to its new home in The Life and Mind building. This exciting development will provide exceptional research and teaching facilities along with space for public engagement and outreach. It also offers renewed commitment to work across disciplinary boundaries to further knowledge across the psychological and biological sciences and to solve major global challenges.

See: <https://lifeandmind.web.ox.ac.uk/>

Research in the Department is supported by an extensive range of laboratory and IT facilities. The Department has a wide portfolio of research grants from UK and international charities, Research Councils and government organizations, the EU Scientific Programme, NIHR, and industrial sources. Much of the work is collaborative with other Departments and often includes work in hospitals, schools and industrial settings both locally and further afield. Many researchers in the Department also have collaborative research programmes with leading institutions elsewhere in the UK, in Europe, North America, and Japan.

At the undergraduate level, the Department is the focus for lectures, classes, practicals, and research projects. It is a centre used by the undergraduates from all colleges for the Experimental Psychology (EP), Psychology, Philosophy and Linguistics (PPL), and Biomedical Science (BMS) courses. The Department provides lecture rooms, IT facilities and laboratories for experimental and project work.

The Department also hosts two Masters level courses. MSc in Psychological Research and MSc in Neuroscience: For more information please visit: <http://www.psy.ox.ac.uk>.

The Department of Experimental Psychology is strongly committed to equality and valuing diversity, and we operate a flexible working policy for all staff.

The Department holds a departmental **Silver** Athena award to recognise advancement of gender equality: representation, progression and success for all.

The Department of Biology

The Departments of Zoology and Plant Sciences have recently merged to form a new Department of Biology, and two to three years before we move into a major new building dedicated to the science of life and mind.

The Departments of Plant Sciences and Zoology are recognised internationally for our research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling fundamental problems in evolutionary ecology, disease biology, evolutionary mechanisms, conservation biology, biodiversity, evolutionary developmental biology, plant biology and animal behaviour. Over time, the research interests of the department have diversified so that much of the research focusses on bacteria, viruses, animal-plant interactions and global biodiversity as well as more traditional models. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research; at all times we seek to reinforce the connections between research and graduate and undergraduate education. The Departments jointly teach the four-year undergraduate degree course in Biology, with fourth-year students doing a Masters-level research project.

External research income to the Departments is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Departments have a significant track record in enabling the broader societal impact of research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.

The main Departments are located in the University's Science Area and will move into a new £200m building in 2025 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. We will share this building with the Department of Experimental Psychology, opening new avenues for collaboration and exploration of the life and mind sciences. The Departments also have extensive facilities the John Krebs Field Station at Wytham (with Wytham Woods nearby).

For more information please visit: www.biology.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.

If you currently work for the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving

- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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: hr@psy.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.

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.