

Medical Sciences Division/Mathematical, Physical and Life Sciences Division

<b>Job title</b>	Buildings & Facilities Manager – Compliance, Risk and Health and Safety
<b>Division</b>	Medical Sciences Division and Mathematical, Physical and Life Sciences Division
<b>Department</b>	Department of Experimental Psychology and Department of Biology
<b>Location</b>	Life and Mind Building, South Parks Road, Oxford
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Building Operations
<b>Vacancy reference</b>	173505
<b>Additional information</b>	Whilst the role is a grade 8 position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade 7 (£36,024 - £44,263) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.

## 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.

You will work within the Building Operations team in the LaMB to ensure that day to day operations are carried out in a compliant and safe manner. You will provide support, advice and training on all compliance and health and safety issues related to the operation of the building and ensure that all activities that are carried out are compliant with University policy and statutory requirements. A proactive approach will be required to ensure compliance across a large site that will encompass numerous wet chemistry laboratories, lecture theatres, research offices and public spaces. The post holder will be expected to monitor and update a robust and comprehensive database that records all building

operations activity including PPM, reactive maintenance, regulatory testing (e.g., fire alarms) and statutory testing of equipment.

The post holder will be dynamic in long-term scheduling of building maintenance schedules so as to minimize disruption to research activities, as well as having a pro-active response to unplanned issues that may occur. The role will involve significant liaison with the University Estates Department to ensure that all maintenance activities are identified and approved before taking place.

There is no formal out of hours working required but the postholder would be expected to attend the department in the event of a significant emergency.

### Main duties and responsibilities:

The role holder will be required to work to the assurances provided within the Service Level Agreement (SLA) – a document which details the services that are provided by the LaMB Building Services Team to building occupiers. However, it is also expected that you will undertake any other duties that are commensurate with the nature and grade of the post.

Key aspects of the SLA, relevant to the role holder, include:

- Monitoring of all maintenance activities to ensure assets are maintained, meet any statutory requirements and that records are kept.
- Provide a central information repository for groups located within the LaMB to store relevant compliance information.
- Ensure that all necessary protocols and procedures, for which you are responsible, are well established and implemented before the transition into the new building.
- Actively assist in the strategy and planning of moving operations from several buildings into the LaMB.
- Provide a monitoring and reporting system to capture all activities within the building, this will include maintainable assets outside of the building services team area of responsibility.
- Ensure that all statutory tests and/or obligations are met regarding the running of the building.
- Ensuring building contracts are in place and sufficient to meet the Estate Services Standing Orders. To mitigate or manage risk and that any incumbent suppliers/contractors also meet required compliance standards.
- Review all new or amended health & safety regulations and University guidance, advising on its implementation and organising the distribution of safety regulations and University Policy Statements within the Department.
- Fire Safety Compliance- work with the building operations team to advise on all matters relating to fire precautions and fire prevention in accordance with university Fire Safety policies. Ensure that the correct monitoring and auditing of fire and evacuation procedures is carried out.
- Accident Reporting – investigate and evaluate all accidents and safety related incidents, ensuring that the correct reporting procedures are followed, and follow-up action is implemented if necessary.
- Working alongside the Head of Building Operations to support occupational health initiatives - identifying cases of ill-health which may be related to working practices.
- Provide health and safety induction to all new staff, students and visitors to the building.
- Identify current and future training needs within the building as appropriate arrange training or advise on how training needs can be met.
- Ensure that all outside contractors working in the Department are informed of safety policy relevant to their work and monitoring their conformance while in the Department.

- Report the findings of individual safety audits to Supervisors and monitor follow-up action to ensure any deficiencies noted are rectified in a reasonable time.
- Work closely with the Divisional Area Safety Officer, to ensure H&S related compliance and University Policy is up to date.
- Effectively line-manage staff so that all of the above tasks are achieved as efficiently as practicable. Similarly, offer meaningful appraisals and career development options for your team.
- Embed the principles of mutual respect, equality, diversity, inclusivity and sustainability in all aspects of your work; undertake training as and when asked to do so.

## Selection criteria

### Essential selection criteria

- Experience of Facilities Management within Higher Education or equivalent research-based facility.
- Up-to-date knowledge of health and safety legislation and best practice related to workshop/laboratory safety and work equipment.
- Experience of statutory testing, compliance requirements and health and safety within a multi-disciplinary, HE research environment.
- 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
- Ability to persuade and influence management and staff to effect health & safety improvements.
- A discrete and tactful approach to sensitive or confidential issues
- Good IT skills, with knowledge of Microsoft Office packages (Word, Excel, PowerPoint, Outlook).
- Ability to continuously develop IT systems for the effective monitoring of compliance activities within a large-scale building.
- Excellent written communication skills, with ability to write method statements, reports, Departmental policy documents etc.
- Willingness to undertake continuous professional development.

### Desirable selection criteria

- Membership of a recognized occupational safety and health organization (e.g., MIOSH) or similar recognized accreditation, or equivalent relevant experience at an appropriate level in the workplace.
- Experience of working at the University of Oxford or similar environment in a Buildings and Facilities capacity.
- Educated to NVQ level 4 or higher (e.g., HND, degree) in a relevant subject (e.g., science, engineering or NEBOSH diploma)

## 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:

- Lone Working
- Working at heights
- Regular manual handling
- Night working (11pm-6am)
- Driving on University business
- 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 spin-outs, 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](http://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 2024 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 2024 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](http://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.

---

## 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@biology.ox.ac.uk](mailto:recruitment@biology.ox.ac.uk)

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).