

Medical Sciences Division/Mathematical, Physical and Life Sciences Division

<b>Job title</b>	Senior Building & Facilities Manager (Operations)
<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 9: £52,815 - £61,198 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Building Operations
<b>Vacancy reference</b>	173678

## 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.

The Facilities Manager (Operations) is a crucial role and will underpin every aspect of the operations within the Life and Mind Building. The role holder will provide essential support to the occupants of the LaMB and will assist the Head of Building Operations to maintain first class facilities. In a demanding role, you will need to acquire and maintain knowledge and understanding of the building operation and that of the groups within it. As a key point of contact, you will establish good relationships with all staff and operate in an effective, but approachable, manner.

Crucially, the post holder must ensure that the day-to-day operations are carried out in an efficient and fluent manner. You will provide support, advice, and training on all aspects of building operations and ensure that all activities are carried out with minimal disruption to the research and teaching activities.

The post holder will be expected to provide guidance and specialist knowledge to help support the strategic aims of building occupants. The nature of the research is diverse, and it is vital that you have a working understanding of the specialist equipment within the building, including: Autoclaves, Containment Level 2 facilities (including glasshouses), controlled environment rooms, high sensitivity analytical suites (including highly insulated booths used for ultra-sensitive measurements).

Having operational oversight of building security, you will ensure that there is a robust security protocol, and you will implement an effective system to ensure that the LaMB is a safe and secure environment in which to work, study and visit.

Although you will have oversight of all aspects of the Building Operations team, you will directly line manage the Deputy Building & Facilities Manager (Operations) and have overall responsibility for building technicians (at least four members) and “Goods-In” technicians (at least three members).

In addition to routine maintenance, the Building and Facilities Manager will oversee space alteration and refurbishment projects and ensure that these are completed with minimal disruption to the rest of the building occupants. Critically, you will guarantee that any changes to the infrastructure of the building adhere to the strict protocols that will be established prior to occupation.

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

- Act as the first point of contact for all matters relating to the building.
- Responsible for monitoring the use of building space and facilities and ensuring that they meet the research, teaching, and administrative needs of the occupying departments. Holding, maintaining, and updating the Department’s library of record drawings and building plans, including contingency plans, and departmental electronic/computerised record systems and databases, some of which are linked to University-wide systems. Ensuring that data held records all relevant information about the current occupation and use of space in the departmental buildings, including space occupied by members of staff and groups
- Acting as the prime ‘out-of-hours’ call-out person for the Department, and ensuring that there are sufficient details of other members of the Department on the list to act as the emergency call-out team. Ensuring that other members of the call-out team are well briefed. Maintaining documentation to be used by the emergency services.
- Ensure that the catering and cleaning requirements of the building are met and maintained to the highest standard. This will include effective monitoring of third-party service providers.
- Ensure that the cleaning regime of the building acts in accordance with the requirements of the numerous warranties.
- Ensuring that all building users, including contractors are inducted. It is expected that the role holder will have a major contribution in creating and developing an effective and efficient induction process.
- As part of the induction process, you will ensure external contractors working on-site are inducted to a satisfactory standard of Health & Safety and that their working standards are maintained throughout their time on-site. Monitoring and controlling onsite working to ensure all safety procedures are followed and that the quality of work is satisfactory.

- Line management of individuals (Dep. Building and Facilities Manager (Operations)) as well as groups of technical and ancillary staff to ensure high quality delivery of support for building occupants. This includes day-to-day management and workforce planning, supporting recruitment, training, and performance monitoring.
- Assist with maintaining the building, the services plant and laboratory equipment including, but not limited to, the provision of fire engineering, security systems, DDA compliant services & systems a central stores service, the reception service, cleaning by external contractor, catering facilities and an effective and responsive facilities team.
- Plan and organise minor building works, reactive and planned maintenance and be responsible for overseeing and managing specific estates projects as they arise, ensuring projects are completed to time and with the minimum of disruption to departmental activities.
- Ensuring that the building obtains best value for money for all project-related contracts and works within the University's procurement guidelines liaising with the finance team as necessary.
- Negotiating contracts for maintenance of systems and services with suppliers, both from a building and departmental standpoint.
- Support the delivery of the building maintenance programme, liaising with OUED and outside contractors as necessary.
- Assist the Head of Buildings Operations in ensuring that all building services are running at optimum level, by reference to the building management system (BMS).
- Assist the Head of Building Operations in developing, implementing, and monitoring operations strategy, as well as providing innovative solutions to estates development and facilities issues.
- Support the monitoring of critical alarms & those generated by the BMS system, and where necessary react, investigate and rectify the fault
- Assist the Head of Building Operations to ensure that the building is always suitably secure. This will include working with the swipe card entry system, the main security control panels and CCTV.
- Where required, act as the first point of contact for security services, including providing out of hours cover.
- Support the Head of Building Operations in ensuring air-handling and environmentally controlled systems are correctly calibrated and functioning and assist the institute and OUED in carrying out annual statutory checks when requested.
- Assist with the procurement and implementation of both hard and soft FM services as necessary.
- 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

- Previous experience working within a Higher Education (HE) Building/Facilities Management Team.
- Demonstrable experience of managing multiple projects and people in both a hard and soft facilities role, successfully line managing both technical and support staff responsible for a wide range of hard and soft services in a similar environment.
- Significant understanding of the technical infrastructure required to maintain a similar complex science, teaching and research environment: Mechanical, electrical, HVAC, utilities and laboratory services.
- 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.
- The technical ability to be hands on when the situation required.

- Ability to respond to an emergency 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
- Excellent IT skills, with the ability to initiate and develop in-house systems that promote an efficient workflow. As a minimum, knowledge of Microsoft Office packages (Word, Excel, PowerPoint, Outlook).
- Excellent written communication skills, with ability to write method statements, reports, Departmental policy documents etc.
- A willingness to undertake continuous professional development.

### Desirable selection criteria

- Membership of a relevant professional body.
- Experience of setting up a new laboratory building.
- 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. 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.

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### 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).

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### 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).