

# Job description

Job title	Cryogenics and Facilities Manager
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 7: £38,674 - £46,163 p.a. (with a discretionary range up to £51,059) including Oxford Weighting
Hours	Full time (part time considered)
Contract type	Fixed term – 2 years, in the first instance
Vacancy reference	177427



## About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 900 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4\* (world-leading in terms of originality, significance and rigour) or 3\* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

## About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit the [Medical Sciences Division website](#).

## 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 the [Oxford University website](#).

## About NDPH Wolfson Laboratories

The NDPH Wolfson Laboratories provide a dynamic environment concurrently supporting multiple large-scale clinical trials and other projects. Participant samples (blood and urine) are held in ultra-low temperature freezers and cryogenic nitrogen storage capable of storing 6,500,000 cryovials. In addition, tissue biopsy samples are also stored.

The laboratory uses a Laboratory Information Management System (LIMS) developed in-house over the last fifteen years to integrate sample storage, retrieval and analysis.

For analysis, the laboratory has state-of-the-art automated analysers for clinical chemistry, haematology and immunoassays, operates an NMR metabolomics facility and supports automated liquid handling workstations for plate array assays and sample reformatting.

A quality management and technical system supports the laboratories ISO accreditation to 17025 as a testing laboratory, with records kept in an quality management system (Genial Compliance iPassport). The clinical and technical systems employed are wide-ranging and dynamic to evolve and meet the requirements of new studies.

For further detail and a short video, visit <https://www.ctsu.ox.ac.uk/research/laboratories>.

## The role

The NDPH Wolfson Laboratory is organised into several teams which support different areas and processes. The post-holder will be a senior member of NDPH Wolfson Sample management team, reporting to the Quality Manager, but is expected to work effectively with colleagues in the laboratory and the wider department.

The sample management team is dedicated to support;

- **Operation of sample storage facilities:** at the central laboratory and at the sample storage off-sites.
- **Sample receipt:** where samples are received and booked into a laboratory database using barcode scanners;

- **Sample retrievals and storage:** involving transfer of samples out of, or in to, ultra low temperature electric freezers and large nitrogen storage vessels.
- **Transport of samples:** between the laboratory and our off-sites storage facilities using a dedicated laboratory vehicle;

The sample management team also support;

- **Oncall response:** supporting a 24/7 alarm monitoring system;
- **Equipment maintenance;** supporting weekly, monthly, 3 monthly, 6 monthly testing and checks of storage related equipment;
- **General laboratory housekeeping duties:** including cleaning of -80°C freezers and storage areas;
- **Compliance with regulatory standards;** including working to ISO 17025, Health and Safety, COSHH and HTA Codes of practice.

Laboratory core hours are 08:00-16:00 Mon-Fri although you may rarely be required to work later due to operational issues. The role is based at local off-site cold-storage warehouse facilities (minimum 60% of time) and at the Richard Doll Building (Old Road Campus).

## Responsibilities

- The post holder has prime responsibility for the operational management of the NDPH bio-storage areas located in the NDPH Wolfson Laboratories and at off-site sample storage facilities based in Oxford, near Thame and Milton Keynes.
- Responsibility for overseeing the sample storage, retrieval and disposition to ensure the facilities and sample management are supported and operational at all times and to support external inspections and audits.
- Line manage and develop the members of the sample management team.
- To meet regulatory standards and provide strong quality governance support; review and update controlled documentation (including COSHH, risk assessments, SOPs, evaluation of suppliers) and technical reports.
- Overall responsibility for training in the NDPH sample storage areas; including testing and maintenance of equipment at the NDPH Wolfson Laboratory and off-site facilities.
- Organising and running the emergency oncall rota. Post holder will be primary point of contact for emergency oncall, technical queries, equipment maintenance and problem solving.
- Management of performance monitoring of sample storage equipment (including review and sign-off acceptance of temperature trends); ensuring scheduled checks and maintenance are completed and recorded; and following up any deviations.
- To investigate and document non-conformities, as required.
- Lead, organise and minute the bi-monthly sample management team meetings. The post-holder will also support weekly rota meetings with the Biological Sample Management Specialist to allocate staff duties and to arrange cover.
- Prepare and present a range of reports in relation to the facility services and finance etc.

- Liaise with suppliers and engineers (including for ordering of goods, breakdown and repair, and service contracts) and couriers (working with the Biological Sample Management Specialist to arrange shipment of human biological samples).

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

## **Selection criteria**

### **Essential**

- A relevant degree or similar level qualification.
- Relevant experience of managing a facilities function.
- Understanding of Health and Safety regulations and procedures (COSHH regulations, risk assessments etc).
- Excellent oral and written communication skills.
- Line management experience; training and motivating others.
- The ability to manage and prioritise a varied and busy workload and achieve deadlines and targets.
- High level of computer literacy, with advanced use of word processing, spreadsheets and databases.
- Experience of writing, reviewing and updating controlled documents.

### **Desirable**

- Experience of working with biological sample storage
- Experience of working with liquid nitrogen
- Experience of working with laboratory management Information systems (LIMS)
- Proven experience of procurement and providing financial information and data for service and financial management purposes.
- Experience of leading non-conformity investigations

## **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.

## 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:

- Work in hot or cold environments
- Driving on University business
- Regular manual handling
- Working with blood, human products and human tissues
- Work with any substance which has any of the following pictograms on their MSDS:



## 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](#).

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 your CV and supporting statement **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 departments.

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

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). Please note that you will receive an automated email from our e-recruitment system 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](#). The University's Policy on Data Protection is available on the [University's Compliance webpages](#).

### 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.

## 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.

## 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. There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

## Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing 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 the [Disability Support webpages](#).

## 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 on the [Equality and Diversity at Oxford webpages](#).

## 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.