



## Job description

<b>Job title</b>	Safety & Facilities Support Officer
<b>Division</b>	Social Sciences Division
<b>Department</b>	Oxford School of Global and Area Studies
<b>Location</b>	12 Bevington Road, Oxford, OX2 6LH
<b>Grade and salary</b>	Grade 5: £31,459 to £36,616 per annum (pro-rata for part time appointments)
<b>Hours</b>	Full-time (36.5 hours). A part-time contract (minimum 80% FTE) may be considered for the right candidate. Due to operational requirements, this role is primarily on-site.
<b>Contract type</b>	Fixed term until 17 <sup>th</sup> March 2027, available as soon as possible. This role can be also offered as a secondment opportunity for internal candidates.
<b>Reporting to</b>	School Business Continuity & Projects Manager
<b>Vacancy reference</b>	177915
<b>Additional information</b>	*Proof of the right-to-work in the UK: This vacancy does NOT meet the Home Office requirements for a Certificate of Sponsorship application. However, if the chosen candidate is eligible to apply for a different type of visa, the School will seek advice from the Staff Immigration Team, if the candidate could pursue a visa route in its own right.

## Overview of the role

The Safety & Facilities Support Officer will have general responsibility for facilitating the administrative functions for day-to-day Health & Safety and facilities at OSGA, assisting with the implementation of safety policies and providing professional customer service throughout. They will report to the School Business Continuity & Projects Manager and be a member of the School administration team: one of five teams within OSGA's Professional Services team.



## **Responsibilities/duties**

### **General**

- Work with key stakeholders to create a welcoming and safe working environment for all OSGA staff, students, and visitors. Provide a high level of customer service at all times, including handling inquiries and emails professionally and promptly.
- Maintain and manage mailing lists to distribute relevant safety and facilities updates clearly and professionally. Update the OSGA H&S/facilities SharePoint areas and the Student Handbook H&S/facilities pages as needed.
- Liaise with the School Finance Team to procure items related to H&S and facilities, ensuring compliance with financial regulations and the University's preferred suppliers.
- Foster relationships within the wider University community by actively participating in relevant networks.
- Undertake other duties as required from time to time, commensurate with the grade and responsibilities of the role.

### **Health and Safety**

- Act as Departmental Safety Officer (DSO), supporting all aspects of Health and Safety for the School. This will include:
- Respond to safety-related matters promptly, liaise with the Safety Office as needed, and conduct regular building inspections to support the implementation of safety policies. Provide appropriate Health and Safety training and guidance for staff, students, and visitors, including inductions for all new staff.
- Prepare the annual Health and Safety statement, ensuring that all required Health and Safety assessment reports and returns for the School are submitted to the Safety Office by the due date.
- Conduct annual workplace inspections in collaboration with the Divisional Safety Officer and monitor follow-up actions, escalating compliance concerns to the Business Continuity & Projects Manager and Head of School as needed.
- Undertake risk assessments (including Fire, Travel, Building, New & Expectant Mothers, Events, Manual Handling, and Lone Working) for OSGA spaces and activities.
- Support the management of risks associated with fieldwork and overseas travel by providing clear guidance to students, staff, and supervisors on travel risk assessments and travel insurance. Deliver travel risk assessment workshops for OSGA programmes in collaboration with the OSGA Research Team and Divisional Safety Officer as required. Administer travel insurance applications via the TIRS system and conduct an initial review of travel risk assessments.
- Act as the DSE Coordinator and Assessor for the School, overseeing DSE staff workstations and referring cases to Occupational Health Services as needed.
- Assist with fire prevention, emergency evacuation, and first aid arrangements to ensure adequate coverage and procedures. Develop Personal Emergency Evacuation Plans (PEEPs)

as required, in consultation with key stakeholders. Respond to and investigate incidents reported through the IRIS system.

- Maintain up-to-date knowledge of Health and Safety legislation, approved codes of practice issued by the Health and Safety Executive, and University safety policies. Attend Divisional DSO meetings and assist the Business Continuity & Projects Manager in reviewing departmental guidance and developing new processes as appropriate.
- Carry out responsibilities in accordance with University Policy Statement S1/01, *Duties of Departmental Safety Officers*.

## **Facilities**

### **1. For all OSGA occupied premises:**

- Working with key stakeholders, provide a high level of facilities support by working proactively and resolving queries, including;
- Conduct Health & Safety building inductions for OSGA office holders, carry out regular building inspections, and assist with OSGA-related matters as needed.
- Maintain an asset list of non-IT equipment across all OSGA spaces. Manage the Phoneman telephone system, including simple updates such as assigning numbers to new starters. Contribute facilities updates to the University's Access Guide for buildings, coordinate the removal of ad-hoc waste (e.g., junk collections), and assist with advertising unwanted items on Warplt. Promote and implement best practices for environmental protection, including proper recycling and waste management (Warplt scheme and hazardous waste scheme).
- Assist the School Business Continuity & Projects Manager with building projects as required, including liaising with Estates, receiving deliveries from suppliers, and serving as the on-site contact for contractors.
- Develop strong working relationships with repair teams, including Estates DLO and College maintenance. Engage with the FM Forum to identify facilities changes that may impact OSGA and coordinate with the School Business Continuity & Projects Manager as needed.
- Provide office logistics and facilities support as appropriate for each space, such as:

### **2. For 11-12 Bevington Road:**

- Serve as the main point of contact for mail services and deliveries. Monitor and manage key stock levels, including stationery, kitchen supplies, meeting room essentials, and welfare facilities. Maintain awareness of the room booking system, assist users with access and bookings, and support meeting room preparation for Committees if needed.
- Support building security and access by maintaining key records and card access. Act as the primary emergency key-holder contact for Security Services, investigate incident reports, and liaise with the School Business Continuity & Projects Manager, DivSO, and HAF as required.

### **3. For 11-13 Bevington Road:**

- Support building maintenance by coordinating repairs and maintenance with the Estates DLO team and external contractors. Provide Health & Safety briefings to contractors, arrange regular tasks such as PAT testing, conduct weekly fire alarm testing and termly fire drills, monitor emergency lighting for faults, and perform basic maintenance on non-IT equipment.

- Take and submit monthly meter readings, update building noticeboards and signage, and coordinate cleaning with the external cleaning company, addressing any issues. Occasionally perform light cleaning duties as needed. (Subject to training), act as a trained first aider and fire incident controller.
  - For 13 Bevington Road, provide backup facilities support (such as managing key records, card access, and coordinating repairs with Estates DLO) when needed by the Programme Administrator.
4. **For OSGA Spaces in the Nissan Institute of Japanese Studies and the Latin American Centre:**
- Arrange PAT testing with the Programme Administrator and organize Health & Safety-related repairs with the College.
  - Provide backup facilities support (such as managing key records, organizing repairs with the College, and updating noticeboards if urgent) when needed by the Programme Administrator.
5. **For the OSGA Space in the China Centre:**
- Provide backup facilities support (such as organizing repairs with the College and updating noticeboards if urgent) when needed by the Programme Administrator.

## Other

- Any other duties as deemed appropriate that are commensurate with the grade as determined by the head of Administration and Finance and the School Business Continuity & Projects Manager.

## Selection criteria

### Essential

- Experience of facilities management;
- Professional awareness of Health and Safety compliance within the workplace;
- Ability to clearly and accurately communicate processes and procedures verbally and in writing;
- Ability to work independently, with minimum supervision in a busy environment, and a willingness to resolve situations, as well as knowing when to refer issues to others;
- Proficient use of standard computer programs (Outlook, Word, Excel, PowerPoint, Forms);
- An enthusiastic, reliable and flexible approach with the ability to prioritise whilst undertaking a range of routine tasks and working under pressure, working tactfully and discreetly when dealing with material of a confidential or sensitive nature;
- Awareness of the importance of good customer care and a commitment to providing excellent quality service, this includes a meticulous attention to detail and high level of numeracy and accuracy;
- Willing to complete first aid and fire safety training and all the relevant courses;
- Manual dexterity and ability to lift, move and carry items with care around the buildings, such as boxes, equipment and books;
- Experience of assessing and responding to risk within a workplace environment.

- Commitment to the equality and diversity values championed by OSGA and the University of Oxford.

### Desirable

- Experience of working within an HE institution or within a service industry environment;
- Experience of working across several sites and with locally dispersed teams;
- Experience of supporting projects, preferably building projects;
- Experience in a busy customer-facing role;
- Experience of the University's systems (Phoneman, DLO PlanOn, Net2, WarplT and SharePoint Online);
- Professional knowledge or experience of Health and Safety with relevant formal training, e.g. conducting risk assessments, manual handling, first aid, fire safety, asbestos awareness.
- Equality, Diversity & Inclusion awareness: An understanding of the needs of and/or experience of working with an ethnically diverse population.

### 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>

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
- Regular manual handling
- Open food handling
- Work with any substance which has any of the following pictograms on their MSDS:



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. Please do not submit any documents in addition to a CV and a supporting statement. Any documents submitted with your application that are not listed above will be disregarded.

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.

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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>

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support are available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. Non-technical questions about this job should be addressed to the recruiting department directly [recruitment@area.ox.ac.uk](mailto:recruitment@area.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** regularly to ensure that you receive all emails.

## Further support and accessibility

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The University welcomes applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see [Disability Support](#) for details.

Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

A flexible working arrangement may be possible within the University policy <https://hr.admin.ox.ac.uk/flexible-working>.

### 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 Oxford School of Global and Area Studies

The School is committed to understanding cultural, economic, political and social questions through the study of world regions in local, global and comparative contexts. OSGA delivers world leading, multi-disciplinary programmes of teaching and research across Africa, China, Latin America, the Middle East, Japan, Russia and Eastern Europe, and South Asia.

Oxford's School of Global and Area Studies (OSGA) one of the largest communities of Area Studies scholars anywhere in the world. We have research and teaching programmes dedicated to [Africa](#), [China](#), [Latin America](#), the [Middle East](#), [Japan](#), [Russia and Eastern Europe](#), [South Asia](#) and [Comparative Area Studies](#).

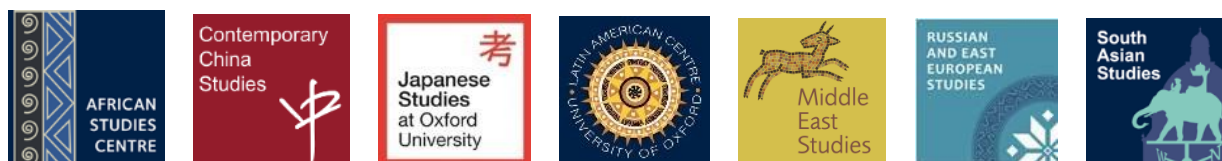
The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based

(including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Oriental Studies in the Humanities Division - was judged to account for more world-leading (4\*) research than any other Area Studies department in the UK.

The School admits around 160 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, Middle East Studies, and the Comparative Master's programme in Global and Area Studies. Additionally, the School's academic staff supervise doctoral students.

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



## The Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2024. We have placed first in four of the last five years (2019, 2021, 2022 & 2023).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4\*, the highest score available). More than two-thirds (69%) of the research's



impact was also recognised as world-leading (4\*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included [COVID-19](#) and [Climate Change](#). As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, thirteen of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

### 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** of 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 dependants. 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).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome

to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).