

Job title	Glass Wash and Autoclave Technician - Maternity Cover
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Target Discovery Institute, NDM Research Building, Old Road Campus, Headington, Oxford, OX3 7FZ
Grade and salary	Standard Grade 3: Salary in range £26,948 - £27,838 per annum (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Part time (28 hours / 76.71% FTE)
Contract type	Maternity leave cover for 12 months This position can be offered as a secondment opportunity to internal candidates
Reporting to	Building and Facilities Manager
Vacancy reference	177959

Additional information	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
Additional information	Your post is primarily associated with Target Discovery Institute, NDM Research Building. There is, however, a mobility requirement (agile working) to ensure there is consistent and sufficient cross-cover across the function. This agile working will apply to all locations where NDM has a facilities presence in Oxford.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - www.tdi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The Glass Wash and Autoclave Technician will support the work of the Laboratory Manager and Officer to help maintain services required to ensure the effective and smooth running of the building. You will be responsible for the day-to-day operation of the building's autoclave and glass wash facility.

You will also contribute to the co-ordination and management of a broad range of essential services and related tasks pertaining to the building as a whole.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will:

- Be responsible for the day-to-day operation of the central glass wash and autoclave facility; this will include the following responsibilities:
 - The collection, washing and autoclaving (where necessary) of glass ware.
 - Use of glass washing machines and driers to clean and dry lab glass ware.
 - Redistribution of cleaned and dried laboratory glassware to central store cupboards.
 - The collection of biologically hazardous waste from all lab areas (autoclave waste).
 - The use of autoclaves to sterilise waste, glass ware and liquids.
 - Oversee appropriate waste disposal from lab areas and glass wash room, incl. 'made safe' autoclave waste and clinical waste (CL3 clinical waste, sharps bins, etc.).
 - Maintain accurate record of all clinical waste tags for disposal and verified autoclave cycle receipts.
 - Manage all consumables used in, and distributed from the central glass wash and autoclave room.
- Carry out routine collection of tip boxes for recycling from collection points throughout the building.
- Assist in the audit and removal of excess lab coats.
- Carry out routine maintenance of -80 freezers, filter clean and checking end users are de-icing, and reporting back to the Laboratory Officer.
- Be responsible for weekly cleaning of communal lab spaces (autoclave room, LN2 room, and -80 freezer room) .
- Assist in periodic cold room clean (4 cold rooms so on a rotational basis).
- Check the CL3 for stocks of: surgical gowns, gloves, hand towels and soap and restock as required.
- Where necessary, assist the Laboratory Manager and Laboratory Officer in the maintenance and service of equipment under their remit.
- Assist the Laboratory Manager and Laboratory Officer to ensure that all H&S requirements of the University are met.
- Support the facilities team when required in the event of absence and annual leave.
- Perform manual handling tasks (with appropriate training)
- Undertake any ad-hoc duties that may be reasonably required within the level and responsibility of the post.



- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Educated to GCSE level or equivalent.
- Excellent communication skills both individually and as part of a team.
- Excellent organisational and time management skills and the ability to manage stock.
- Good attention to detail and accuracy.
- Ability to report issues in a timely fashion.
- High level of self-motivation and eagerness to learn.
- Ability and willingness to work effectively and flexibly with others as well as independently, under little supervision.
- Ability to use your initiative to problem solve and troubleshoot.

Desirable

- Basic knowledge and understanding relevant Health and Safety Regulations.
- Previous work experience within a laboratory environment; including experience of autoclave use and carrying out routine laboratory procedures.
- Keen interest in career development within the field of Laboratory Management.
- Basic understanding of MS Office



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 to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Work in hot or cold environments
- Regular manual handling
- Work with any substance which has any of the following pictograms on their MSDS:



Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)



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 <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy



Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.