

DEPARTMENT OF MATERIALS AND DEPARTMENT OF COMPUTER SCIENCE

Job description

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| Job title | Deputy Departmental Safety Officer |
| Division | Mathematical, Physical and Life Sciences (MPLS) |
| Departments | Computer Science (40%) and Materials (60%) |
| Location | Oxford Science Area with some visits to the Begbroke Science Park |
| Grade and salary | Grade 7: £38,674- £46,913 per annum with a discretionary range to £51,059 (including Oxford University Weighting) |
| Hours | Full time (37.5 hours per week) |
| Contract type | Permanent |
| Reporting to | Dept Safety Officer for Computer Sciences; the Dept Safety Officer for Materials |
| Additional | Career development opportunities are incorporated into this role |

About the role

This newly created role will support two departments with very different safety risk profiles: Computer Science and Materials. An outline of the key risks and current risk register ratings are shown in Table 1. As Deputy Departmental Safety Officer for Computer Science, you will support the Department Safety Officer (DSO) with advisory responsibility for a growing portfolio of risks in a rapidly evolving area of research. As Materials has a higher and more varied risk profile, you will support their DSO in advising on the wide range of risks created by their teaching and research, and will provide dedicated safety support for Materials researchers in the Rex Richards Building. You will have the opportunity to apply what you learn in one department to the other, and you will be a core member of the MPLS Divisional Safety Network.

As part of the MPLS Division's commitment to professional development, you will have membership fees for the IOSH and ISTR paid and will be supported to undertake their CPD offerings. You will also be supported to study for the NEBOSH Diploma, if you wish.



| | Computer Science | Materials |
|------------------------------------------|-------------------------|------------------|
| Building safety | Green | Amber |
| Temperature/pressure hazards | Amber | Green |
| Electrical/magnetic hazards | Amber | Green |
| Mechanical hazards | Green | Amber |
| Fieldwork and travel safety | Amber | Green |
| Fire safety | Amber | Amber |
| Lone work | Amber | Amber |
| Mental health | Amber | Green |
| Major incident / Business Continuity | Amber | Amber |
| Chemical safety | --- | Amber |
| Nanomaterial safety | --- | Amber |
| Pressurised gas safety | --- | Amber |
| Transport/disposal of hazardous material | --- | Amber |

Duties

Your duties will be split between the two departments, with time allowed for career development. In Computer Science, you will work closely with the Buildings and Facilities Manager/DSO and provide assurance and advice directly to the Head of Administration and Finance and Head of Department. In Materials, you will work closely with the DSO and the Buildings and Facilities Manager, and will on occasion provide assurance and advice directly to the Head of Administration and Head of Department.

Specific duties for each department are listed in the table below for easy comparison.

| Computer Sciences (medium risk level) | Materials (high risk level) |
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| <i>Contribute</i> on the implementation of the department's strategy of providing an effective safety culture; report any safety concerns or issues to a more senior member of staff immediately and draw their attention to good practice. | |
| <i>Contribute</i> to the implementation of the department's strategy of providing an effective safety culture; report any safety concerns or issues to a more senior member of staff immediately and draw their attention to good practice. | |
| Develop and maintain excellent working relationships with teaching/research and support staff, ensuring open two-way communication. | |
| Serve as a key point of contact to provide day to day support and advice, liaising with groups and individuals <i>experiencing problems or requiring adjustments (e.g. PEEPS, health hazards, return to work or injury at work).</i> | Serve as a key point of contact providing day to day support and advice, liaising with groups and individuals in need to safety guidance (<i>including lab-based and office-based work</i>). |
| ----- | Provide expert advice on chemical safety to enable researchers, staff and departmental leadership to comply with COSHH regulations, work safely with dangerous chemicals, giving accurate advice to enable the department to meet its legal and moral obligations. |
| Liaise with Laboratory Supervisors and Managers to ensure that appropriate and timely health and safety training of staff, students and visitors is provided for the activities being undertaken and maintained appropriate records. | |

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| Advise and support the <i>DSO</i> in achieving compliance with University policies and legislation, as well as implementing the EveryDaySafe culture change campaign | |
| Serve as a member of the departmental safety committee, <i>drive agendas, oversee the implementation of actions to ensure compliance across the department.</i> | <i>Serve as a member of the Departmental Safety Advisory Committee, submitting reports when required – you may be asked to take minutes. Support implementation of actions.</i> |
| Assist the DSO to write, evaluate and update departmental safety documents arising from changes in Health and safety regulations and University / divisional policies and in writing reports for the department and division. | <i>In conjunction with the more experienced safety staff write, evaluate and update Departmental safety documents arising from changes in Health and safety regulations and University / Divisional policies and in writing reports for the Department and Division.</i> |
| Update and maintain the department's intranet pages on health and safety. | |
| Assist with maintaining, reviewing, and updating the departmental Safety Risk Register and <i>update the Statement of Safety Organisation annually.</i> | Assist with maintaining, reviewing, and updating the Departmental Safety Risk Register. |
| Deputise for the DSO as required; play active role in the University and MPLS Safety Networks. | |
| In conjunction with the DSO, provide regular health and safety induction training to new members of staff, visitors and students; update the information delivered in line with current health and safety policies and guidance. | |
| Conduct <i>regular computer lab inspections and annual safety walk around</i> (1 st line assurance) and ensure compliance with departmental and University policies. Assist with annual fire risk assessments. Support safety audits (2 nd line assurance) carried out by divisional staff. | Conduct <i>certain safety inspections</i> (1st line assurance); <i>assist other staff with more complex inspections.</i> Assist with annual fire risk assessments. Support safety audits (2 nd line assurance) carried out by Divisional staff. |
| Undertake the reporting and monitoring of any health and safety deficiencies within the departments as required ensuring that these are rectified within a reasonable time scale; escalate or seek advice as appropriate. | |
| <i>Manage the recording of and response to incidents, completing or assisting with the filing of reports as appropriate. Undertake local reviews and investigations of incidents and identify/implement preventative measures as required.</i> | <i>Carry out investigations of some incidents; assist the DSO in the investigation of serious incidents and contribute to identifying/implementing preventative measures.</i> |
| Assist in management and disposal of hazardous waste (<i>mainly batteries</i>), seeking advice from the Safety Office where appropriate. | Assist in management and disposal of hazardous waste (<i>including chemical waste</i>), seeking advice from the Safety Office where appropriate. |
| Maintain and refresh risk assessments for common activities and 'lab rules'; provide guidance on specific risk assessments for specialist research and teaching activities. | <i>Assist with</i> maintaining refreshing risk assessments for and 'lab rules'; provide guidance on specific risk assessments for specialist research and teaching activities. |

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| Work with the DSO to ensure comprehensive Health & Safety provision for the department including visitors and contractors. | Work with the DSO and Facilities Manager to ensure comprehensive Health & Safety provision for the department including visitors and contractors. |
| Assist the DSO in organising safety testing by external contractors (<i>e.g. emergency lighting</i>) to ensure regulatory compliance. | Assist the DSO and Facilities Manager in organising safety testing by external contractors (<i>e.g. local exhaust ventilation, pressure vessels, gas regulators</i>) to ensure regulatory compliance. |
| Assist the Building & Facilities Manager in liaising with Estates Services where necessary on matters of health and safety. | |
| Identify and procure safety equipment appropriate to the work of the department. | |
| Act as a First Aider (including training on response to catastrophic bleeds) and Fire Warden. | |
| Assist the DSO with projects to enhance safety within the department and promote a strong Health and Safety culture integrated into daily operations. | |
| Line manage staff, including apprentices, as required. | ----- |
| Additional duties and <i>ad hoc</i> projects as appropriate for the grade. | |

Career development

- Take any Safety Office courses required for the completion of your departmental duties.
- Play an active role in the wider MPLS Divisional Safety community.
- During vacation, undertake one rotation (or short placement) elsewhere in the MPLS Division or University (this will be organised by MPLS and will be tailored to give you the most valuable experience available).
- Take up IOSH and ISTR professional membership, funded by the MPLS Division.
- You will also have the option to study for the NEBOSH Diploma once you have settled into the role.

Selection criteria

Essential

1. A DPhil/PhD in a practical science subject or equivalent experience in a safety professional role and the NEBOSH General Certificate.
2. Demonstrable experience of lab-based work in a large and complex higher education environment.
3. A flexible approach to work and a dedication to facilitating safe world-leading teaching and research.

4. Excellent interpersonal skills with people of all levels, the ability to work effectively as part of a team and to work well under your own initiative.
5. Demonstrable experience of contributing to improvements in safety standards and of influencing others to positively benefit safety culture.
6. Excellent written and verbal communication skills with multiple and diverse stakeholders and the ability to explain complex technical information to non-experts.
7. Excellent observational skills and attention to detail; the ability to meet strict deadlines.
8. Very good computer literacy including MS Office.
9. A grounded view of your own areas of expertise, the limits of your current skills and a proven ability to ask the advice of more experienced staff when appropriate.

Desirable

10. Previous experience keeping accurate/confidential records.
11. Experience of training others in areas of safety (e.g. lab inductions).

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:

- Working at heights
- Lone Working
- Work in hot or cold environments
- 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.

Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Its nine academic departments span the full spectrum of the mathematical, computational, physical, and engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Research in MPLS tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity – and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours, including the most recent award of a Nobel Prize for Physics 2020 to Sir Roger Penrose. Within MPLS we are as focused on the generation as we are on those who have gone before, having a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions.

MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to everyone. All academic departments in the Division hold Athena Swan Awards. (The Athena Swan Charter encourages and recognises commitment to advancing the careers of women in science, technology, engineering, maths and medicine employment in higher education and research.)

We have around 7,400 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's

international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and the Science Together programme (<https://www.mpls.ox.ac.uk/public-engagement/science-together-oxford-researchers-and-communities>). These are complemented by a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Science Enterprises, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

Department of Materials

The Department is one of nine within the Mathematical, Physical and Life Sciences Division of the University of Oxford, and one of world's leading materials teaching and research institutions. According to the UK's Research Excellence Framework 2021 assessment (in a Unit of Assessment joint with Engineering Science), 97% of the Overall Research was awarded the 3* (26% - internationally excellent) and the highest 4* (71% - world-leading) rating. For Research Impact and Research Environment our submission was ranked first equal within the Unit of Assessment with 90% and 100% respectively of Oxford's submission receiving the 4* rating, and overall we obtained the second highest percentage of 4* contributions within our Unit of Assessment. National league tables (Guardian, Times Good University Guide) regularly place us as the UK's top materials department.

Members of the Department, from graduate students to professors, win national and international awards for their contributions to materials science, including recognition from the Royal Society, the Royal Academy of Engineering and the American National Academy of Engineering. The Department is also active in commercialisation of its intellectual property through licensing to industry and setting up of spin-off companies.

Materials science is a diverse and exciting discipline, and new directions in the Department's research include energy storage materials and devices, and materials for quantum computing, while recently we have also significantly reinforced our leading strengths in materials characterisation, modelling and physical metallurgy.

The Department has extensive laboratory space and supporting facilities spread over two main sites. The central main site, within the Oxford Science Area, Parks Road, has seven buildings. The second site is the Oxford University Begbroke Science Park, located five miles north of Oxford. A minibus provides transport between the two sites.

The Department of Materials strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women and underrepresented groups' careers. We support

staff returning from long-term absence and provide flexible arrangements for staff with caring responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Equality, Diversity and Inclusion Committee contributes to many aspects of our work, see <https://www.materials.ox.ac.uk/edi#/>

The Department of Materials holds a Bronze Athena Swan award to recognise advancement of gender equality, representation, progression and success for all. The Department is also member of WISE (<https://www.wisecampaign.org.uk/>) and AFBE-UK Association for Black and Minority Ethnic Engineers (<https://www.afbe.org.uk/>)

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

TEACHING

The teaching in the Department is regularly rated as high quality. We teach two four-year undergraduate degree programmes (M.Eng level). The joint intake for this course is about 42 a year. Around 52 graduates are accepted each year to study for research degrees.

RESEARCH

The Department has an outstanding record for world class research, as underlined by the UK Government's most recent assessment of research excellence in UK universities, the 2021 REF <<https://results2021.ref.ac.uk/>>, where Oxford Materials was one of the top-rated materials departments in the country. Annual external research funding in the Department is approximately £20 million, from industry, research councils, the EU and charities.

For more information on the Department of Materials, please visit: <https://www.materials.ox.ac.uk>

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>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. We understand that careers can be non-linear and affected by all manner of external circumstance, and would be happy for candidates to include a brief contextual statement if they wish to do so.

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@materials.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.

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 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.