



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Facilities Support Technician
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 5: Salary £23,121 – £27,578 p.a.
<b>Hours</b>	Full Time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Mr Joe Atherton

### Introduction

#### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

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

## **MPLS Division**

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

## **Department of Computer Science**

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class research and teaching. Research activities encompass core Computer Science, as well as computational biology, quantum computing, computational linguistics, information systems, software verification and software engineering. The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

For more information please visit: <http://www.cs.ox.ac.uk/>

## **Job description**

### **Overview of the post**

The Department of Computer Sciences has a vacancy for a Facilities Support Technician reporting directly to the Department of Computer Science Building and Facilities Manager.

The role of the Facilities Support Technician is to assist the Building and Facilities Manager in ensuring that the building and facilities of the Wolfson Building are maintained to a high standard and will involve liaising with both internal stakeholders and external suppliers. The role will also involve supervising three members of the facilities team.

### **Main Duties and Responsibilities**

1. Working alongside other members of the department installing Cat 5e Ethernet cabling throughout the Wolfson / E-Science Building as requested by the Facilities Manager.
2. Ongoing electrical safety inspection and electrical safety testing of all Department equipment before it is installed and used, and at regular intervals during its life. Maintaining safety testing records and locations of equipment in the Department, in conjunction with the Electrical Safety Supervisor and Computer Manager.
3. Deputise for the Building and Facilities Manager in his absence. This includes:
  - i. dealing with external and internal contractors relating to building alterations and changes as well as routine maintenance and servicing.
  - ii. dealing with requests for staff and student room moves as requested by the Administrator.

- iii. organising or carrying out minor repairs to the building fabric or equipment in line with the University Estate Regulations.
  - iv. organising or carrying out the fitting of noticeboards and whiteboards as required.
4. Assist with the installation of new equipment and furniture and may include liaising with external engineers and Department of Computer Science computer support staff.
  5. Source goods and services as requested by the Facilities Manager or Administrator.
  6. Receiving and checking of deliveries of equipment, furniture and supplies.
  7. Installation and operation of specialist audio-visual equipment in seminar rooms, lecture theatres and offices as needed.
  8. Provide supervision support for three members of the Facilities team.
  9. Other general duties as required by the Building and Facilities Manager or Department Administrator.

The successful post-holder will be required to participate in the department out of hours on-call rota service. Further details on this scheme including the frequency of cover required and compensation available for participation will be available at interview stage.

### **Selection Criteria**

Applicants will be ranked against the following selection criteria. Please note that these are not ranked in any particular order, nor is it expected that any single applicant will meet all the criteria in full.

**Please note: training will be available to the successful candidate.**

#### **Essential**

- Knowledge of installing network cabling
- Holds an appropriate electrical safety testing qualification
- Knowledge of risk assessment and maintaining records
- Experience in sourcing goods and services and in obtaining the 'best available price' from suppliers
- A good basic knowledge of building design and building techniques
- Expertise in negotiating with building contractors for small works contracts
- Able to work effectively as part of a team.
- Excellent communication and relationship building skills.

#### **Desirable**

- Educated to HNC Level 3 with at least 5 years appropriate experience
- Some knowledge of audio-visual techniques such as data-projectors, HDMI TV connections and audio equipment.
- An interest in developing experience of supervising staff

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

### Salary and Benefits

The post, which is a full-time, permanent appointment, has a salary on the University Support Staff Grade 5 scale, currently £23,121 – £27,578 p.a. The post is pensionable and has a holiday entitlement of 38 days annual leave (inclusive of public holidays and University closed periods). There are various schemes available for the purchase of travel tickets through the monthly payroll and for the purchase of bicycles at discounted prices.

### How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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

Candidates must also ask their referees to consider this job description and email their reference directly to [job12@cs.ox.ac.uk](mailto:job12@cs.ox.ac.uk) or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date.

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)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.