



Sainsbury Wellcome Centre

**Facilities and Safety Manager
Information for Candidates**



Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL



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Vacancy Reference:	1795232
Job Title:	Facilities and Safety Manager
Department:	Sainsbury Wellcome Centre
Salary:	£43,884 - £51,769 per annum inclusive of London Allowance.
Grade:	8
Hours:	36.5 per week (full-time, 1.00 FTE)
Reports to:	Head of Building Facilities and Compliance

About the Sainsbury Wellcome Centre

The [Sainsbury Wellcome Centre \(SWC\)](#) commenced research operations in Spring 2016 bringing together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre, when fully occupied, will comprise around 14 highly interdisciplinary experimental research groups, together with an established theoretical / computational research unit, accommodated in a purpose-designed and award-winning building offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated professional services staff. At the present time, the computational research unit and seven research groups are fully research operational within the building. Two further experimental groups are finalising set-up with another commencing set-up for autumn 2018 start. All major fitting out of the research laboratories has been concluded. There will be a need for customisation of some laboratory spaces as additional research groups arrive.

The SWC building has a gross internal floor area of circa 14,000 sqm with five habitable floors above ground level and two below. A significant proportion of the space within and above the building is represented by plant rooms housing extensive M&E systems. The building includes four laboratory quadrants, fitted out to accommodate experimental (behavioural) research. The building also has manufacturing facilities, IT and electronics workshops, microscopy rooms and extensive biological research facilities. It also has open-plan and modular office / desk spaces, kitchen and interaction areas, its own lecture theatre and seminar rooms, roof gardens, a brasserie and a small public park. It occupies a large site on Howland Street with a side delivery / logistics bay with electrically operated access gates and vehicle turntable.

The building is the outcome of £100M in capital investment and has been designed and built to a very high specification. It has been the recipient of a number of building / design awards including a prestigious BCI Major Building of the Year Award and two Leading European Architecture Forum awards in 2016, 2017 RICS Awards (London) for Project of the Year and Design Through Innovation and a German Design Award for Excellent Communications Design (Architecture) in 2018. The building has extensive plant rooms housing its mechanical and electrical systems – including a combined heating and power system; steam generating boilers for humidity control and sterilisation; LTHW for heating / temperature management; air handling; water softening; and fire suppression. Installed building systems are advanced and complex with the majority of these managed through a sophisticated building management system. The BMS is a crucial

system for SWC as it controls the environmental conditions needed for the integrity of research involving experimental animals, which must be maintained under stable and specified environmental conditions (air handling, temperature, humidity, etc.) as required for the establishment Home Office Licence.

The SWC building forms part of the UCL estate, managed by its own dedicated local team. Given the technologically advanced nature of the building, its complex plant and systems, and the need for high standards of building management and maintenance appropriate to the considerable level of capital investment, a highly qualified and experienced building management team is critical. The Head of Building Facilities and Compliance will lead this team.

Further details about the Sainsbury Wellcome Centre can be found at www.sainsburywellcome.org

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: <http://www.ucl.ac.uk/slms/about-us>. The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Sciences and Life Sciences.

Further details about UCL can be found at www.ucl.ac.uk.

Work Environment at the Sainsbury Wellcome Centre

SWC prides itself on offering a high quality work environment. The Centre supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. SWC employees have full access to services provided by UCL's Organisational Development team (<https://www.ucl.ac.uk/human-resources/learning-and-development>), who run a wide range of training programmes for all staff types and grades.

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to showers, lockers, changing facilities and secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts.

Further information can be found online: http://www.ucl.ac.uk/hr/benefits/employee_benefits.php.

The Role of the Facilities and Safety Manager

The role holder is responsible for the management of facilities across the building, including overseeing contracts for soft services and utilities and undertaking contractual review and contractor liaison to ensure service standards are met. They will support the broader operations team in the successful operation of the building, and work collaboratively with colleagues and service users. The role holder is also Departmental Safety Officer, and will ensure that SWC is compliant with legislation, implements best practice, and coordinates with central UCL Safety Services in relation to health and safety and fire safety for the building.

This post is funded until 31 July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, it is anticipated that staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

Facilities Management

- Day-to-day proactive management and maintenance of SWC building facilities including (but not limited to): building fabric, utilities and integral building services; internal spaces and related service provision including telephony; outdoor spaces including estate perimetry, environmental assets (e.g. green walls / roofs), outdoor AV equipment; signage; key suiting, key issue and secure key storage; fire warning and suppression systems;
- Day-to-day management of improvement, modification and fit-out works as directed by the Head of Building Facilities.
- Manage soft services (cleaning and waste / specialist waste disposal, security staffing, reception, catering, groundskeeping, etc.) for the building, including the review and monitoring of contractual service standards and contractor liaison.
- Serve as the main point of contact and manager of the contracts for service provision of building utilities (water, gas, electricity, etc.).
- Monitor and manage role-related fault/problem reports regarding facilities and resolve them.
- Coordinate, with the Centre Laboratory Manager and Stores Manager (for use of delivery areas), laboratory relocations into and out of the Centre. This includes arranging transport for and integration / installation of furniture, fittings, and laboratory equipment.
- Ensure reinstatement of any vacated spaces.
- Oversee the movement of furniture and equipment in to and out of storage.
- Development and management of a room booking system.
- Working with the Centre Laboratory Manager, build and maintain an inventory of major pieces (>£10K cost) of laboratory equipment.
- Provide logistical support (e.g. room layout / furniture arrangements, outdoor marquees, additional security staffing), for events, seminars and meetings in the building.

Health and Safety Management

- Hold the role of Departmental Safety Officer:
 - Monitor, review and disseminate the SWC safety policy;
 - Flag policy non-compliance with the Head of Building Facilities or Chief Scientific Officer;
 - Ensure sufficient cover across the building to deal with safety issues, accidents and incidents; work as a team with the SWC Laboratory Manager (LM) to ensure there is always cover to deal with safety issues, with the LM taking responsibility for the laboratories and related support areas.
 - Ensure sufficient provision of trained first aiders, safety officers and fire marshals;

- Ensure statutory compliance and maintain health and safety-related materials (including first aid kits) and signage;
 - Coordinate relevant statutory testing (e.g. PAT);
 - Organise and chair regular departmental safety committee meetings and feed back to central UCL Safety Services as required;
 - Liaise with central UCL Safety Services, including ensuring accidents and incidents are reported to them and attending central UCL health and safety meetings as required for the Departmental Safety Officer role.
- Assist as required with SWC fire safety procedures including risk assessments, health and safety reviews and inspections.
 - Ensure building users have completed appropriate fire and safety inductions and health and safety training, including delivering inductions and training and making sure that that SWC health and safety records, including related training records, are kept up-to-date.
 - Oversee the coordination and completion of all risk assessments, ensuring (through close liaison with the SWC Laboratories Manager) that risk assessments are undertaken and logged in advance of all research activity, and related safe operating procedures are adopted and adhered to.
 - Ensure health and safety measures are in place prior to and during building, fit-out and improvement works, and ensure all necessary procedures are in place to safeguard contractors working on-site.

Other duties

- Provide a rapid response in dealing with estates-related emergencies such as floods and power failure; provide out of hours call out cover for emergencies on an agreed rota basis.
- Support the overall service delivery of the Building Facilities and Compliance team and deputise for / provide cross-cover arrangements for colleagues as appropriate.
- Work collaboratively with the wider operations team and maintain effective communication through regular meetings and updates to ensure effective cross-resolution of issues.
- Ensure that, following projects or other works changes, all relevant documentation including, but not limited to, drawings and manuals (electronic and paper), user guides and supplier information is updated and previous versions marked as superseded to allow an accurate and up-to-date repository of information.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities and Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.

Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

	Essential	Desirable
Qualifications		
Health and safety qualification, such as NEBOSH or IOSH, or equivalent professional experience.	X	
Evidence of continuing professional development, and a commitment to remaining up-to-date with legislative changes relating to facilities management and health and safety.	X	
Recognised project management qualification e.g. APM PMQ or PRINCE2.		X
Knowledge and experience		
Experience of managing a range of building facilities and soft services (such as catering, security, cleaning, etc.) and overseeing and directing contractors.	X	
A good understanding and practical application of contractual management including the drafting of Service Level Agreements and the setting and monitoring of objectives, targets and key performance Indicators.	X	
Comprehensive knowledge of health and safety legislation, and experience of managing health and safety compliance within a laboratory-based environment.	X	
Experience of designing, implementing and reviewing policies and processes, particularly relating to health and safety and fire safety, to ensure legislative compliance.	X	
An awareness of current CDM regulations.		X
Skills		
Responsive problem solving skills, with the ability to use own initiative and be proactive in recognising and resolving potential problems/faults.	X	
A collaborative worker, with strong interpersonal skills and the ability to work effectively with a range of people, including building users and other stakeholders, and external contractors.	X	
Strong communication skills, able to interpret and explain complex information relating to facilities and health and safety issues, deliver training, and provide advice and guidance in these areas to non-experts.	X	
Attention to detail, with strong planning and organisational skills and the ability to design and maintain effective record keeping mechanisms.	X	
Other Requirements		
An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.	X	
Able and willing to work flexibly to meet the needs of the Centre, including undertaking on-call and out-of-hours work where appropriate.	X	

Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (<http://www.ucl.ac.uk/hr/jobs/>) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.



Pre-employment Checks

Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary

Starting salary will be on the Grade 8 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension

Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Conditions of Service

Conditions of Service for Research, Teaching and Professional Services Staff can be found at:

<https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff>.

Probation

Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime

UCL's full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

The role holder will be entitled to remuneration in relation to participation in the SWC on-call rota, as per the SWC on-call allowance policy.

Pre-agreed overtime will be offered as equivalent time off in lieu.

Annual Leave

Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

Location

The Sainsbury Wellcome Centre is located in the heart of London around five minutes' walk from the main UCL campus. The mainline railway stations at Euston, King's Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities

SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL's policy; the full equality policy statement is available online:

https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf.

SWC is currently working towards an [Athena SWAN](#) award.