

Facilities Officer
37.5 hours - Monday to Friday – Milton Keynes/Oxford
(Weekend Call outs- rota based plus call out fee)
Salary £23,000 – £26,500 (dependent on experience)

Summary

We are currently recruiting for a Facilities Officer to join an established service provider in the field of biomedical research. Supporting the Facilities Manager, the successful candidate will have experience of working in a maintenance environment as well as a strong understanding and awareness of health and safety in the workplace. The candidate will have excellent communication skills and is able to communicate clearly with staff based across both sites Milton Keynes and Oxford. In addition the role holder will have the ability to think on their feet and use their own initiative in prioritising workload. Flexibility is an essential part of the role and the successful candidate will be expected to cover weekend call outs on a rota basis.

The Organisation

UK Biocentre (<http://www.ukbiocentre.com/>) is a wholly owned trading subsidiary of UK Biobank and an established service provider in the field of biomedical research, offering researchers a centre of excellence to support all aspects of sample collection, processing, archiving and analysis in clinical studies. UK Biocentre operates from a large-scale Biorepository facility in Milton Keynes with back-up facilities in Oxford. The Milton Keynes site represents a state of the art facility for the processing, storage and analysis of biological samples. UK Biocentre operates to the ISO quality standard ISO-9001:2015.

To succeed in this role you will need to have the following skills, traits and knowledge:

Essential Criteria

1. GCSE or equivalent in Maths and English.
2. Minimum of 2 years' experience in a similar role.
3. Understanding of health and safety and its application to the working environment.
4. Knowledge of building maintenance such as changing light bulbs, plumbing, use of power tools, woodwork and general repairs.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to understand and follow instructions and procedures.
7. Ability to work under own initiative and prioritise conflicting work demands.
8. Ability to work well as part of a team or on own as part of unsupervised tasks.
9. Computer literacy including Microsoft Office suite of software (Excel, Word, Outlook and the Internet).
10. Regular manual handling lifting up to a maximum of 25kg.
11. Ability to maintain a flexible approach to working practices including providing cover for other team members as well as covering weekend call outs on a rota basis.
12. Over 18 years old.
13. Full UK driving license.
14. City & Guilds 2365.

Desirable Criteria

1. Experience of PAT testing.
2. Familiarity with working towards ISO standards
3. Knowledge of relevant Health & Safety requirements for example COSHH.
4. Forklift license.

This is an exciting opportunity for an enthusiastic, personable and approachable individual with strong communication skills. To apply for this position, please send a covering letter and CV to recruitment@ukbiocentre.com.