

## M&E Supervisor

Salary £37-42k depending on experience.

Part of the facilities team at The Oxford Science Park

Reporting to Lab & Facilities Services Manager

(Reference number: OSP24001)

The Oxford Science Park ("TOSP" or "the Park") is one of Europe's leading locations for research-led life science and technology companies. With 820,000 sq ft of office and laboratory space and a further 550,000 under development, the Park is home to over 90 companies ranging from early-stage spinouts to major international businesses.

Located on the southern edge of Oxford in a 75-acre landscaped grounds, it is ideally located for access to the world's number one university with its key strengths in medical science, (bio)chemistry and computer science. The Park has excellent connectivity to London and Heathrow, which will be further improved by a new railway station which is expected to open in 2026.

TOSP is also the new Oxford home for the Ellison Institute of Technology, a major international research and development organisation, Oxford Nanopore Technologies, one of the largest spinout companies from Oxford University, and Exscientia an AI-driven drug discovery company.

### Role

- Supervise M&E projects, including liaising with tenants.
- Assist in day-to-day management of site operatives and subcontractors in complex multi-occupancy buildings.
- Ensure all planned preventative maintenance and repairs are performed to a high standard.
- Coordinate contractor PPM schedules across buildings.
- Coordinate building compliance inspections across buildings.
- Liaise with tenants and contractors to minimise disruption during works.
- Monitoring performance of site operatives and subcontractors with respect to Health and Safety,
- Collate condition reports and asset lists for buildings.
- Complete annual engineering reports.

### Skills

- Relevant qualifications in mechanical or engineering, including air handling.
- Excellent communication and people skills
- Computer literate with a strong grasp of Microsoft Office.

### Experience

- 3+ years' experience in mechanical engineering or M&E facilities
- Delivering small projects
- Supervising staff/contractors
- CAFM software packages (e.g. Faultfixers)

### Desirable

- Experience in cleanroom, containment level 1/2/3 lab maintenance.
- Understanding of technical facilities required for biotech research and development.

## **Company Benefits**

### **Holiday**

- The holiday entitlement is 25 days per annum plus bank holidays.

### **Other Benefits**

- Membership of contributory pension scheme (NEST)
- Free meals provided
- Cycle to work scheme
- Eye care vouchers
- Free car parking onsite
- Employee Assistance Programme

## **Hours of Work**

The hours of work will be full-time 37.5 hours per week. Occasional out-of-hours working may be required.

## **Location of Work**

This role is based at the Magdalen Centre, The Oxford Science Park, Oxford, OX4 4GA and requires a daily presence on site.

## **Applications**

Please complete the application form and send it, together with the recruitment monitoring form, to either [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or Human Resources, Magdalen College, Oxford, OX1 4AU, clearly marked M&E Supervisor. If you do not wish the Park to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Friday 12 April 2024. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

The Company particularly welcomes applications for Black, Asian and Minority Ethnic candidates.

## **Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the Park's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.

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