

**Health & Safety and Fire Officer**  
**(Part Time, 17.5 hours per week)**



## About Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and one of the 39 constituent colleges of the University of Oxford.

The College's Principal is [Professor Sir Nigel Shadbolt FRS FREng FBCS](#) and our community comprises some 110 Fellows, 50 lecturers, 300 graduates, 400 undergraduates and 90 support staff. We have a strong commitment to academic values and success, and are characterised by an informal and friendly atmosphere. The College is located on an attractive historic site in the centre of Oxford, with excellent access to local transport links, as well as the Bodleian Library and other University libraries, the Science Area, and the University's department and faculty buildings.

Around 150 students live on our historic Turl Street site, and we also have two annexe sites in North and East Oxford which provide additional student accommodation.

In 2022 the College opens a new building on its main Oxford site - the Cheng Yu Tung Building. This transformational addition to the College includes new teaching spaces, meeting rooms, a café, a multifaith room, a gym, postgraduate accommodation and the [Cheng Kar Shun Digital Hub](#).

The smooth running of the College is thanks in large part to our highly-skilled, welcoming and friendly support staff. This community of ninety-plus people join us from all over the world, and work across ten [College departments](#). We value the contribution that all our support staff make to the College, and organise regular events through the Staff Social Committee. We are an Equal Opportunities and Living Wage employer.

## **About the Post**

Jesus College seeks a Health and Safety and Fire Officer, working 17.5 hours per week, with some flexibility over the configuration of those hours. The post holder will report to the Director of Accommodation, Catering and Conferences ensure the effective and efficient management of all Health & Safety and Fire Safety matters in the College.

## **Key Responsibilities**

Please refer to the Job Description

## **Hours of Work**

The working hours are 17.5 per week, with some flexibility over the configuration of those hours.

## **Salary**

The salary range for the role based on full-time hours is £27,132 - £32,348 per annum. (Pro-rata for part-time roles)

## **Essential Knowledge, Skills and Experience**

- Substantial previous experience in a similar role
- A sound understanding of Health and Safety issues, including Fire Management and Risk Management
- Experience of working in a higher education, collegiate environment or similar
- Good communication and inter-personal skills
- Strong written communication and report writing skills
- Strong organisational skills and a methodical and structured approach to work
- High levels of accuracy and attention to detail
- Excellent IT skills with a good knowledge of MS Office
- Demonstrable experience of solving problems and working to timescales
- Flexible attitude and ability to work under pressure when necessary

## **Desirable Knowledge, Skills and Experience**

- NEBOSH National General Certificate in Occupational Health and Safety
- Experience of delivering Health and Safety training
- NEBOSH National Diploma in Occupational Health & Safety
- Fire Manager Certificate
- Strong presentation and training skills

## Benefits

As well as becoming a valued member of our friendly community, and working in beautiful historic surroundings, we also offer the following benefits:

- **Meals** - A free meal is available when on duty and the kitchen is open.
- **Holiday** - A generous annual leave entitlement of 38 days per year (pro rata for part time posts), which includes all Bank and Public holidays.
- **Pension** - Automatic enrolment in the Oxford University Pension Scheme from the start of employment.
- **Employee Assistance Programme** - 24/7 access to a broad spectrum of services, including Health Management, Online and Face-to-Face Counselling, and Debt Management. Practical information and advice can also be accessed on all common topics, such as Consumer, Legal, Finance, Housing, Benefits, Family.
- **Travel Loan** - You may, on the completion of your probation period, be entitled to receive an interest-free loan to enable you to purchase an annual season ticket for travel by bus, with a discount of 5% on the overall cost.
- **Personal Development** - Staff are encouraged to develop both professionally and personally and the College supports employees to develop their skills and improve their performance throughout their time with the College.
- **Family-friendly policies** - The College has a range of family-friendly policies in place, including parental and family leave, and flexible working.
- **Childcare Services** - Open to University and College Staff and Students, the University owns a number of nurseries and has places at a number of Community nurseries which employees can apply for.
- **Oxford University Discounts** - College staff will receive a University card which provides the following discounts:
  - Free entry to Oxford Colleges and libraries
  - 10% discount in some University shops
  - Free access to the University Botanical Gardens and Harcourt Arboretum.
  - Discounted computer software from the University Computing service
- **Access to Sports Facilities and Punt Hire** - Staff may use the College's sports facilities and sign up for punt hire during the summer period for a small fee. Staff can also sign up for free to the University Club and use the University Sports Centre on Iffley Road at discounted rates.
- **Library** - College staff have access to the Meyricke Library, open 24 hours a day.
- **Eye Test/Glasses Reimbursement** - a free annual eye test and a glasses contribution are offered for staff that are regularly display screen equipment (DSE) users and who have been advised they need glasses for DSE use.
- **Flu Vaccinations** - a yearly flu vaccination scheme where staff not otherwise eligible to receive a free vaccination can obtain one at the cost of the College.

## **Pre-Employment Screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work and the receipt of satisfactory references.

## **Probation**

The successful candidate will be expected to complete a probationary period of six months.

## **To apply**

To apply for this role please submit the following documents:

- A completed application form.
- A covering letter
- A completed equal opportunities form.

Please return completed applications to [HR@jesus.ox.ac.uk](mailto:HR@jesus.ox.ac.uk)

## **Closing date**

The closing date for this vacancy is 28 November 2022 by midday.

## **Interviews**

Interviews will be held on 06 December 2022

## **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 General Data Protection Regulation 2018. You can find details [here](#).

The College Privacy Policy can be viewed here: [Jesus-College-Policy-on-Privacy-and-Confidentiality-2022.pdf](#)

All applicants are required to confirm that they have read this policy

***Jesus College welcomes and celebrates diversity. We strive towards creating an inclusive environment, where our staff and those associated with the College feel valued and respected. We want them to thrive, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Our staff are an integral part of our community, and we cherish equally those qualities that make each of us unique, and those that bring us together.***