**MPLS Associate Head (*Capital, Estates, and Safety*): role description**

**About the Role**

As a key member of the senior academic leadership team within the Mathematical, Physical, and Life Sciences (MPLS) Division, you will collaborate with departments on capital planning, sustainability, and safety matters. Supported by the MPLS Head of Head of Strategic Planning and Projects and their team, and collaborating with colleagues across the division and the wider University, you’ll play a pivotal role in enabling our five-year strategic plan, with a particular focus on our plans for Capital, Estates, and the safety agenda.

This is an exciting opportunity to lead and support the division’s departments as they continue to develop plans for a modern, safe and sustainable estate.

**Our Key Priorities**

In this role, you will:

* Work in collaboration with departments to maintain and develop the physical estate and support planning for a sustainable and efficient infrastructure.
* Advocate for MPLS perspectives in central University fora in areas of estates, environmental sustainability, and safety.
* In partnership with colleagues across the division and in Estates Services, enable the ongoing support for managing our estate efficiently and effectively.

**Your Key Responsibilities**

**1. Capital Planning**

* Work in close collaboration with departments on their requirements and plans for capital investment, helping to define, sequence and prioritise potential projects.
* Collaborate as necessary with the Deputy Head of Division (Associate Head, Strategic Capital) as they lead work on behalf of the Head of Division for three strategic areas (Begbroke, Osney, and Wytham).

**2. Estates**

* Represent the Division on Estates Investment Subcommittee (EISC), Environmental Sustainability Subcommittee (ESSC), and other estates-related committees or project boards as appropriate.
* Attend and provide the Division’s perspective at the termly meetings with Estates Services.
* Represent the Division on the Life and Mind Building Tenant Board for the post-occupancy phase.
* Working with the Head of Division, advocate for more effective and efficient use of space within departments to optimise the impacts of constrained University capital and ensure as many MPLS staff and students as possible have access to good-quality facilities.

**3. Safety**

* Provide academic leadership for all Health and Safety matters (with and on behalf of the Head of Division). Including (but not limited to) participation in safety audits, engagement with central safety functions, and setting the agenda and priorities for the MPLS divisional safety team.
* Sit on (and serve as deputy chair of) the MPLS Safety Committee.

**4.** ***Ex-officio* duties of all Associate Heads** - membership of the following divisional bodies:

* Divisional Board (2–4pm, Fridays in Weeks 2 and 7, online);
* General Purposes Committee (11–1pm on Mondays in Weeks 1 and 5; and Friday in Week 9, hybrid format).
* The weekly meeting of Associate Heads of MPLS (Thursday, 1pm – 2pm, in-person with hybrid option).

You will be supported in all aspects of the role by members of the Strategic Planning team in the MPLS Divisional Office. You will also work closely with senior colleagues across the University’s Estates Services.

**Why Join Us?**

This is a unique opportunity to drive change at the heart of one of the University’s most varied and dynamic divisions. Your work will directly influence the experiences of our staff and students: you will play a key role in the delivery of new or refurbished facilities fit for 21st century science, and lead continuous improvement in our safety culture and practice.

**Who we’re looking for**

We’re seeking an individual with:

* A passion for improving the working environment for staff and students and finding ways to ‘work smarter’ in the use and upkeep of our estate.
* Strong collaboration skills and an ability to engage with colleagues within the Division and across diverse disciplines and departments in pursuit of shared and common agendas.
* A desire to develop leadership experience in strategic planning and delivering impactful initiatives.
* An ambition to be a catalyst for change. Join us as the Associate Head (Capital, Estates, and Safety) and take the lead in shaping a safe and sustainable workplace that enables great science.