

Safety and Compliance Manager

MRC Toxicology Unit

Closing Date: 20th September 2024

Job Reference: PU43142



Salary: Grade 8

£40,521 – £54,395

Contract:

To 31/3/2027

Funded by the MRC

Location:

Cambridge

Faculty / Department:

MRC Toxicology Unit

Responsible to:

Head of Operations

Working Pattern:

Full Time

Purpose of the role

To ensure the Unit can sustain successful research in the face of hazards. To act as a specialist source of knowledge and guidance on general, biological and chemical safety matters.

Key responsibilities

Departmental Safety Officer

Acting on behalf of the Unit Director with delegated authority to act in matters of urgency in absence of the Head of Operations. Providing complex advice and guidance to the Director and the Head of Operations, translating legislation into local policy thereby creating, developing, monitoring and reviewing the Unit's arrangements for safe working and resolving non-compliance or shortfalls in these arrangements.

- Keep up-to-date with emerging and changing legislation/guidance affecting the Unit, review Health and Safety management systems in the Unit, updating and disseminating as required
- Write, review and update policy, guidance and other documentation and forms pertaining to safety in the Unit
- Organise meetings of the Unit's Safety Committee and contribute reports and recommendations. Conduct annual Health and Safety inspections and audits, report findings to the Director of the Unit (and the School and University Safety Officers), and follow up action points. Take the lead in any internal or external safety audits and the implementation of any actions arising
- Maintain liaison with the School Safety Officer, University Safety Office and the University Occupational Health Service. Actively monitor the implementation of Health and Safety rules and regulations and assess the course of action to be taken in cases of infraction. Conduct investigations and report all accidents and incidents, providing information to the Safety Office and Unit Safety Committee, refer any unresolved Health and Safety issues to the Safety Office. Work with the Safety Office and any outside authority in the further investigation of accidents and incidents when necessary
- Provide all new staff, students and visitors with a Safety induction, amend content and information as necessary. Recommend training and ensure compliance. Develop and deliver safety training and education as necessary
- Promote safety and encourage research scientists to make safety part of their research culture
- Direct and advise staff with safety responsibilities within the Unit, monitor standards of work and provide feedback
- Member of the Institute Silver Team; review annually the Emergency Action plan and the Risk Register in association with the AOM
- Act as point of contact for any safety inspections by public bodies such as the HSE or the University of Cambridge and take the lead in addressing any actions arising from the audits



Key responsibilities (continued)

Biological Safety

Biological safety is of particular importance to the MRC Toxicology Unit. As research strategies develop, new legislation may be applicable. It is imperative to keep abreast of appropriate legislations and guidelines.

- Liaise with the University in the implementation of policies and guidance to cover Biological Safety, including, but not limited to, usage, waste disposal, safe transport and storage of hazardous biological material
- Maintain the Departmental Biological Safety Committee and compile and update guidelines for Biological and GM work. Advise researchers on risk assessments relating to work with Biological Agents (pathogens, genetically modified organisms and/or toxins)
- Coordinate the HSE notification process and acquire licences or authorisations where required. Point of contact for the Unit regarding Schedule 5 (Anti- Terrorism, Crime and Security Act 2001) pathogens and toxins
- Provide specialist advice on Biological Safety issues (including containment, storage, security, transport, disposal, disinfection, emergency procedures) to all Unit staff. Answer queries and identify solutions for Biological Safety matters, and provide training sessions as required
- Maintain an up-to-date understanding of scientific, technical, regulatory and statutory developments within the biological safety field and deploy the information appropriately to progress scientific research without compromising health and safety
- Attend University Biological Safety meetings & report annually on Biological activities in the Unit
- Point of contact for any audits of biological activities by the HSE, University of Cambridge or other bodies

Compliance and Ethics

To be the central point of contact for the Unit for scientific regulatory matters and act as additional Person Designated for the HTA (assisting the Person Designated)

- Liaise with the Research Integrity Office. The role will not only interpret the guidelines as they emerge and recommend courses of action but also contribute to the University's development of policies as required
- Develop/implement and maintain management systems as required by the University and outside authorities
- Scrutinise current guidelines and utilise external networks in order to advise scientists whose work falls under the remit of regulatory bodies such as HTA and HFEA
- Ensure that insurance and appropriate ethical approval for projects are in place and facilitate obtaining such insurance and approvals
- Advise on scientific elements of complex Material Transfer Agreements
- Ensure correct shipment of dangerous goods for items leaving the Unit – requires IATA training, and liaison with researchers

Chemical Safety

- Liaise with the University in the implementation of policies to cover Chemical Safety, including but not limited to hazardous waste disposal, and handling and storage of chemical substances
- Maintain knowledge relating to purchasing, handling, storage and disposal of Chemicals, Hazardous Substances and Drugs and Poisons and serve as a technical resource on Chemical Safety issues, answering queries from the Institute's staff and students
- Assist researchers with COSHH and DSEAR risk assessments
- Oversee management of chemicals, including monitoring and inventory; respond to spills and emergencies; carry out lab inspections; and investigate accidents and incidents involving chemicals
- Co-ordinate provision of and advise and train staff on correct use of PPE
- Act as the Point of contact for any audits by public bodies such as the HSE or internal audits by the University of Cambridge
- Organise and facilitate lab safety meetings on a regular basis to disseminate information and gauge scientific need. Provide content for periodic safety/technical newsletters to further promote dissemination of information
- Attend relevant conferences, workshops and training courses and network with professionals inside and outside the University

Other Activities

- Line management of Research Support Manager
- Participate in the Unit's emergency 24 hours call-out to answer Safety issues and attend if required
- Other duties as appropriate to the grade

Safety Communications & Networks

- Responsible for communications concerning Safety, including the annual update of the Unit's Safety Manual, the maintenance of the Unit's Safety webpage and Unit-wide presentations/talks on topical Safety issues
- Maintain internal and external networks to best serve safety considerations at the Unit, both in terms of advising and educating staff and students
- Monitor communications from the Unit, such as webpage and social media postings to ensure that the public-facing image of the Unit is compliant with health & safety and ethical guidelines
- Attend scientific/research seminars to stay abreast of current research within the Unit in order to understand the needs of the research and spot any new technologies that might have compliance implications

Person Specification

Criteria	Essential	Desirable
Education		
Biological Safety Officer qualifications or willingness to undertake training	✓	
Postgraduate qualifications in a biology-related scientific discipline		✓
Relevant Experience		
Significant experience in scientific research	✓	
Experience in a Health and Safety role	✓	
Experience in delivering training	✓	
Has undertaken and has experience of safety audits		✓
Demonstrable knowledge of pertinent health and safety regulations	✓	
Excellent administration and organisational skills	✓	
Experience of writing reports for research and consultancy projects		✓
Good presentation skills	✓	
Software skills in specialist area		✓
Knowledge of research work, involving a critical understanding of relevant theory and/or principles outside of the immediate specialism	✓	
Ability to quickly learn and adapt to the latest scientific developments	✓	
Interpersonal /Communication Skills		
Excellent written and verbal communication skills to command respect from professionals at all levels	✓	
Able to work under pressure, be pragmatic, flexible and able to quickly adapt to changing demands	✓	
Ability to build good relationships, motivate, organise and enlist the co-operation of others outside their direct authority	✓	
Other Requirements		
Possible requirement to attend site out of hours if a serious safety incident arises		✓

The MRC Toxicology Unit



The MRC Toxicology Unit is a leading international research institute within the School of Biological Sciences at the University of Cambridge. Our mission is to carry out pioneering research which leads to improved health and to train and mentor the next generation of toxicologists.

About the faculty

The Unit was established in 1947 and now sits within the School of Biological Sciences at the University of Cambridge. The Unit undertakes world-class research to generate new knowledge of mechanisms underpinning the causal links between exposure to various toxicants and the adverse outcomes they may cause. By determining any risks to health from drug and environmental exposures, the Unit aims to improve health by making our medicines and environment safer.

More than 100 scientists and non-research staff work at the Unit, which is based in the newly refurbished Gleeson building in central Cambridge.

Our research groups are organised into four key research themes, which form a key part of the strategic remit of the Cambridge Academy of Therapeutic Sciences (CATs) and Cambridge Alliance on Medicines Safety (CAMS).

Our research environment provides state-of-the-art research facilities including Advanced Imaging, Histopathology and Flow Cytometry. In addition, excellent opportunities exist for collaborative interactions with researchers throughout the University but also with neighbouring pharmaceutical, clinical and biotech organisations to support translating our findings into industrial and clinical settings.

[This video provides a snapshot overview of the Unit and our work.](#)

We believe that we have a responsibility to contribute to society through our public engagement programme. Our aim is to generate increased trust with society, ensure our research remains relevant, inspire the next generation of scientists and build an engaged research culture.

The Unit is committed to sustainability, energy efficiency and minimising our environmental output being awarded a Bronze LEAF award in 2023. We actively pursue equality and diversity in the workplace through the Athena SWAN programme and are a proud supporter of the Technician Commitment.

The school of the Biological Sciences

The School of the Biological Sciences is one of the six Schools that are responsible for delivering teaching and research and the administration of those activities within the University. The School delivers internationally leading research and teaching on animal, plant and microbial science at scales that range from the atomic, molecular and cellular through whole organisms to populations and communities. The research impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic as well as in conservation, agriculture and the environment.

About the School

The School of the Biological Sciences employs around 2000 staff teaching over 4000 students (around 2000 undergraduates in the Natural Sciences, Medical Sciences and Veterinary Sciences and Psychological and Behavioural Sciences Triposes plus around 2000 postgraduates).

The School collaborates closely with the School of Clinical Medicine. The joint Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools and at the undergraduate level the Medical Education Committee oversees medical education.

The School is currently arranged in two Faculty Boards (Biology and Veterinary Medicine) which are divided into nine Departments: Biochemistry, Genetics, Pathology, Pharmacology, Physiology, Developmental and Neuroscience, Plant Sciences, Psychology and Zoology are part of the Faculty Board of biology while Veterinary Medicine is part of the Faculty Board of Veterinary Medicine.

The School also contains five major interdisciplinary Institutes: Wellcome Trust/CRUK Gurdon Institute for Cancer and Development, Wellcome Trust/MRC Stem Cell Institute, Cambridge Systems Biology Centre, Cambridge



Centre for Crop Science and the Sainsbury Laboratory for Plant Development. It has also incorporated the MRC Toxicology Unit.

The School is involved with several Strategic Research Initiatives including being a major player in the Cambridge Conservation Initiative. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committee (Human Biology and Psychology) can be found on the School's website.

Athena SWAN

The Athena Swan Charter was launched in June 2005 to recognise and reward commitment to advancing the careers of women working in higher education in science, technology, engineering, mathematics and medicine (STEMM).

The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006.

Since then, the University has successfully renewed its Bronze Athena SWAN award in 2009 and 2012 and in 2014 achieved a Silver Athena SWAN award.

Terms of Appointment

Tenure and probation

Fixed term to 31/03/2027 funded by the MRC.

Appointments will be subject to satisfactory completion of a 9 month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 37 per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration: Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications: The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References: Offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose

in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position at hradmin@mrc-tox.cam.ac.uk

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process please contact hadmin@mrc-tox.cam.ac.uk



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