

Chief Animal Technician (procedural)

University Biomedical Services

Job Reference: AQ45041



Chief Animal Technician

Salary:

£30,505 - £34,866

Contract:

Permanent

Location:

South Cambridge

Department:

University Biomedical Services

Responsible to:

Biosciences Manager

Working Pattern:

Full Time

Purpose of the role

The role of the Chief Animal Technician is fundamental to the research work carried out across Cambridge, ensuring the provision of consistent and high quality animal care.

The role holder is responsible for overseeing and providing technical support to the researchers including performing and assisting with regulated and non-regulated procedures in order to support research aims within the University. The role holder will also assist the technician team with husbandry and cleaning tasks as required.

The role will involve daily coordination of a specific animal area, including managing the experimental stocks, as well as supervisory responsibility over a team of technicians carrying out the day-to-day care routines as required, in order to provide a consistent high quality animal care and husbandry to rodents housed in IVCs.

With the main focus of the role being to provide procedural and technical support, the role holder will support the Biosciences Manager / NACWO and Deputy Biofacility Managers with the daily coordination and supervision of technicians including daily supervision and oversight of the team, training and assessment of new and existing staff, and supporting staff reviews. This includes responsibility for overseeing animal caging (IVCs) and stock levels, completion of procedural tasks and communicating with researchers.

Key responsibilities**Animal husbandry and care**

Be responsible for the care and maintenance of animals and assist animal husbandry schedules. Care of breeding, experimental and stock animals including, breeding, weaning, sexing and identification and classification of offspring, feed, water and clean as required. Maintain and establish complex breeding strategies in liaison with researchers, keenly observe animal behaviour and phenotypes as this may have an effect on the research.

Procedures

Undertake Home Office licensed procedures (e.g. ear biopsies of transgenic lines, blood and tissue sampling, administration of substances). Maintain post-operative care, diets and records and assist with scientific procedures and surgery. Monitor the health status of all animals via observation and with reference to regular health reports to [NACWO/ NVS/licencees].

Advice

Provide advice to project and personal license holders on queries relating to Home Office Regulations, e.g. correct way to record a procedure etc.

Training and supervision

Recruit, organise and supervise staff within the facility. Train new and existing staff in licensed techniques, assist with inductions and probation meetings, and assist the NACWO with the training of all staff. Provide an introduction to working practices and standards in the facility, record keeping, Home Office guidelines and use of new equipment.

Assist in training and implementation of new working practices as required. Induct research staff into the facility, ensure health and safety and security of the facility. Supervise and evaluate work activities for surgical, technical, husbandry, animal welfare, equipment and building maintenance procedures

Records management

Maintain records so that research groups are charged appropriately. Maintain supplies for consumables and oversee the cleanliness and tidiness of animal procedure rooms, ensure strict hygiene standards are maintained within the Facility. Maintain detailed records of all animals, births, deaths stock levels and procedures.

Health, safety and equipment

Contribute to the development, implementation and review of safety documentation for the facility including, Standard Operating Procedures, COSHH and risk assessments. Carry out routine monitoring and maintenance of animal life support equipment, including maintenance of procedural, surgical and specialist equipment.

Monitor environmental conditions by visual inspection of the building management system and compare with manual monitoring system. Maintain records of the environmental conditions in the rooms where animals are held and used. Maintain records and awareness of Home Office Personal and Project Licenses.

NACWO / AWERB assistance

Attend and contribute to appropriate meetings within the facility (e.g. research group, Facility user group, Animal Welfare and Ethical Review Body). Assist lead NACWO through the provision of information/ documents such as usage figures, breeding programmes and consumable usage in relation to facility expenditure.

Other duties

Other duties appropriate to the grade of the post when required by the Biofacility Manager, Deputy Director or Director.

Person Specification

Criteria	Essential	Desirable
Experience		
Extensive experience working in a designated establishment with laboratory animals (work with IVC's and GA animals)	✓	
Up -to-date experience using Home Officer Personal Licence (PIL) to carry out licenced / regulated procedures and surgery	✓	
Supervisory experience	✓	
Skills		
Demonstrable knowledge of The Animals (Scientific Procedures) Act 1986 and any other associated legislation and guidelines	✓	
Good communication and interpersonal skills, able to communicate with individuals at all levels	✓	
Able to work as part of a team well as independently, exercising own initiative	✓	
Detailed, accurate record keeping, including use of computers for record keeping	✓	
Demonstrate knowledge of facts, principles, processes and general concepts of Animal Technician work	✓	
Knowledge of daily management regimes of a Biofacility.		✓
Qualifications		
GCSE (Grades A-C) in English, Mathematics and a Science subject or equivalent level of practical experience	✓	
Hold a Home Office personal licence modules A-C	✓	
Membership of the Institute of Animal Technology or Institute of Animal Technology Level 3, or equivalent	✓	
Additional requirements		
Able to work weekends (typically 1 in 3).	✓	
Natural empathy towards animals	✓	
Desire to work with animals and dedication to animal welfare.	✓	
Able to support CL2 and CL3 studies	✓	

Terms of Appointment

Tenure and probation

The appointments will be made on a permanent basis.

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

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

You will be expected to take part in a weekend overtime rota with paid overtime, approx. 1 weekend in 3.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution 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 36 days inclusive of public holidays.

General information

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.

If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/ha ve/>).

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.

Screening Checks

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

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.

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 first-class 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 the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are 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 students, provide student accommodation and deliver small group teaching.

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

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



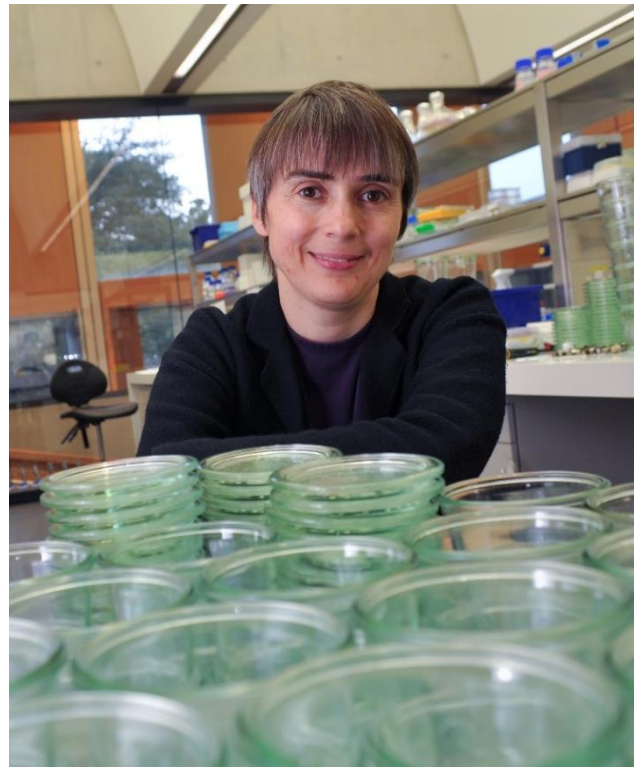
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 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 new science and technology campus to the west of the city centre, and is now 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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

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/>. 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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



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 emergency family care support via My Family Care.

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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



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.

Informal enquiries are welcomed and should be directed to:

UBS recruitment team

Email: ubsrecruitment@admin.cam.ac.uk