

# Licence Manager

University Biomedical Services



# Licence Manager

**Salary:**

£41,671 - £55,755

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**

University Biomedical Services

**Responsible to:**

Director for Governance and Welfare

**Working Pattern:**

Full Time

**Purpose of the role**

To assist the Director for Governance and Welfare and UBS Administration team to deliver licensing systems and processes for UBS facilities. This will require close liaison with the Home Office to ensure that University licensing processes and procedures continue to remain compliant with legislative and Home Office requirements.

This role will include liaison with facility managers and the UBS Directorate regarding changes to designated areas, to maintain and manage changes to the University Establishment Licence. In addition, the role will deliver an effective and efficient personal and project licence application and amendment process, which delivers high quality applications to the Home Office, as well as acting as AWERB and AWERB Operations Committee Secretariat.

The role holder will have line management responsibility for a Senior Administrative Assistant who acts as personal assistant to the Director for Governance and Welfare and the Licence Manager, further line managing two administrative staff involved with daily licencing tasks.

Additionally to act as Named Training and Competency Officer (NTCO) under ASPA to ensure systems are in place such that all individuals applying for personal or project licences, or licence amendments are aware of the training required, and their responsibilities for working under their licences and the support available from UBS.

## **Key responsibilities**

### **New Project Licence applications**

Will work directly with the Director for Governance and Welfare in the delivery of efficient and transparent processes designed to support researchers writing new project licence applications and amendments to existing project licences. This will require involvement in both group training sessions delivered through the UBS Training Centre delivering the Project Application Drafting Course (PADC), Project Support Team (PST) meetings, and delivery of 1:1 sessions with project licence holders or research teams.

The role holder will be required to review and assess draft applications and determine whether they contain the complete and correct information for the application/amendment to progress to AWERB and onto the Home Office.

Where necessary they will identify deficiencies and explain to the writer of the application where changes are required, and provide appropriate support, for the application to be changed in order to reach an acceptable quality. This will require up to date knowledge of legislative and Home Office requirements, as well as knowledge from across the biomedical research sector, including for example 3Rs and accepted best practice, to ensure that the applications are compliant and in line with the requirements.

### **New Personal Licence applications**

Work directly with the Director for Governance and Welfare in the delivery of efficient and transparent processes designed to support researchers applying for a new personal licence and amendments to existing personal licences. Support the UBS Admin team with the review of training records and Personal Licence reviews and the transfer of personal licences to and from the University. The role holder shall review up to date legislative and Home Office guidance regarding the Personal Licence application process, updating policies and procedures as necessary to ensure continued compliance.

### **AWERB and AOC**

Act as Secretariat of the University's AWERB and AOC meetings, being responsible for the compilation and delivery of, within 5 working days of the meeting, the AWERB's recommendations to researchers attending AWERB. Be an active participant of AWERB, contributing advice and information.

Support the Director for Governance and Welfare with booking applications and amendments into AWERB, liaising with the UBS admin staff to ensure that applications and presentations are received in a timely fashion.

### **Management responsibilities**

Line management responsibility for the Senior Administrative Assistant role. This will involve working closely with the staff members, providing advice, support and direction where necessary. The role holder will complete recruitment and selection for administrative staff, manage staff performance including probations, staff review and development, as well as identifying necessary training. This shall also include supervision, guidance and support of the other administrative assistants within the UBS Admin team, in regards to processes as appropriate.

### **Named Training and Competency Officer (NTCO)**

As NTCO, the role holder will ensure that everyone planning to work with animals under ASPA (including non-licensed people) at the University is known either by them or the other NTCOs, in order to ensure that competence records are up to date and the necessary license authorities are in place before work commences.

The role holder will provide advice and guidance on training and assessment, supervision, carrying out of procedures, study design and continuous training in line with legislative and Home Office requirements, and working in conjunction with the Director for Governance and Welfare and the Training Centre Manager, for development of training initiatives to ensure these are compliant and meet the requirements. This will include review of existing course materials and delivery, updating or developing new course materials where necessary. The role holder shall also deliver licencing training within the Training Centre programme, which will include delivery of training to departmental staff as well as other staff and students from across the University and from external organisations.

### **Home Office Liaison Contact (HOLC)**

As a HOLC they will be a key contact between the Home Office and the University regarding licence applications and other matters. The role holder will liaise with the Inspectorate, the University Establishment Licence Holder (ELH), Named Veterinary Surgeons (NVSs) and Biofacility Managers (NACWOs). They will advise the ELH on matters relating to ASPA that may arise and, on behalf of the ELH, maintain any other information as required by the ELH or Home Office.

The role holder will be responsible for making changes to the Establishment Licence (PEL) on ASPEL when required and ensuring the PEL is up to date and accurate.

### **Non-regulated procedures**

Manage processing of applications for completion of non-regulated procedures from across the University, which includes but is not limited to procedures completed for training purposes, certain wild type species work, and research completed overseas. The role holder will maintain the procedure for receiving and processing such applications, against the necessary framework and provide advice to applicants where applications cannot be authorised. Where research is being conducted overseas, intended for inclusion in research papers published under the University of Cambridge, the role holder must ensure that the proposed work will still meet the necessary statutory and Home Office guidelines in the UK, providing advice to researchers where applications do not meet these requirements as advised by the AWERB.

### **Policy and compliance role**

The role holder will support the Director for Governance and Welfare review departmental policies and procedures in line with any changes to legislative, statutory, and Home Office regulations / guidance; providing advice on the implications of this for the University as well as updating / developing policies and procedures as required to ensure continued compliance. These changes will affect the Project and Personal Licence application processes for researchers across the University, as well as external research partners.

**From time to time the role holder could be asked to perform other tasks within the grading of the role**

# Person Specification

Criteria	Essential	Desirable
<b>Education and qualifications</b>		
Institute of Animal Technology (IAT) membership and Level 3 (minimum) or IAT Fellow or equivalent qualification (relevant degree)	✓	
<b>Skills &amp; knowledge</b>		
Up-to-date comprehensive working knowledge of ASPA and all other relevant legislation.	✓	
Up-to-date and comprehensive working knowledge of ASPeL	✓	
Proven computer skills, including ability to use Microsoft Office software programmes.	✓	
Knowledge of the types of work conducted, and the species used at the University.		✓
Excellent interpersonal skills including written and oral communication, and presentation skills.	✓	
Excellent people management and motivational skills, able to manage people to achieve desired outcomes.	✓	
Confidence dealing with staff at all levels, including senior academics.	✓	
Good time management and organisational skills, able to use own initiative to work proactively and independently.	✓	
Tact and diplomacy with excellent negotiating skills.	✓	
Ability to show discretion and maintain confidentiality	✓	
<b>Relevant experience</b>		
Management of staff, including performance management, staff development and team working	✓	
Report writing, preparing agendas and papers for committees, minute taking.	✓	
Considerable knowledge and empirical experience of modern animal experimentation techniques and equipment, including transgenic production.	✓	
Experience with and understanding of the formal training requirements of licensees, and of the exemptions from formal training and how to apply for them.	✓	
<b>Additional requirements</b>		
The role holder should have a natural empathy, commitment and dedication to animals.	✓	
Basic understanding of teaching principles is considered advantageous.		✓

# Terms of Appointment

## Tenure and probation

Appointments will be subject to satisfactory completion of a 9 month probationary period which will be set dependent on the length of tenure.

## Hours of Work and Working Pattern

The appointment is full-time, working Monday— Friday.

Typical working hours are 37 hours per week although there are no formal conditions relating to hours/times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of duties.

## Pension

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

## 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/have/>).

## 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.

## 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*



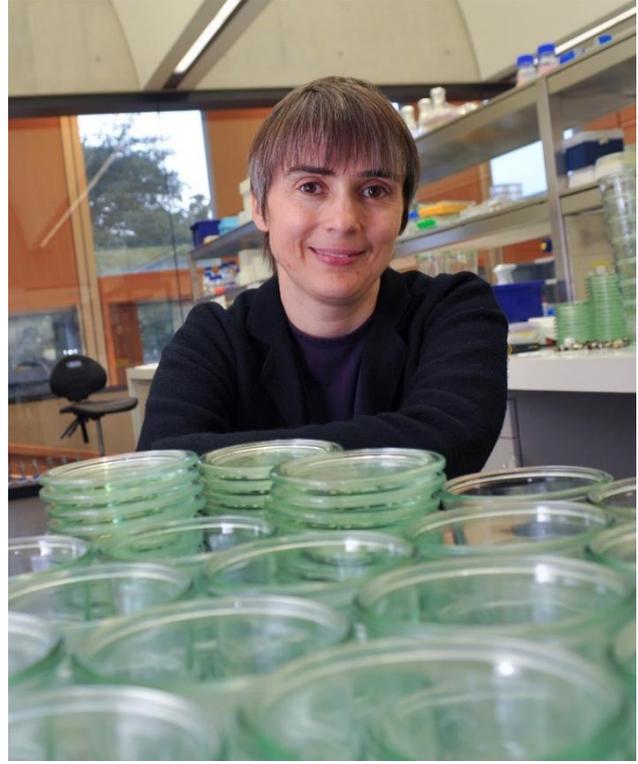
# Working at the University

**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/relocation>. 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](http://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 and enquiries regarding the application process are welcomed and should be directed to:

UBS recruitment team

Email: [ubsrecruitment@admin.cam.ac.uk](mailto:ubsrecruitment@admin.cam.ac.uk)



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