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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Deputy Director BSU

**School/Department:** Bio Support Unit (BSU)

**Salary:** per annum, depending on skills and experience. Salary progression beyond this scale is subject to performance

**Job Family and Level:** Technical Services Level 5

**Contract Status:** Permanent

**Hours of Work:** Full-time

**Location:** Medical School, University Park and Sutton Bonington

**Reporting to:** Director BSU

**Purpose of the New Role:**

**To work with the Director to help develop and deliver the strategic objectives for BSU** To lead the technical team and undertake the day to day management of the BSU facilities. Contributing to overall University governance and compliance with the Animals (Scientific Procedures) Act 1986 (plus associated legislation) and delivering high standards of support to the *in vivo* research community.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Use your professional knowledge and strategic point of view to undertake the day to day management of the BSU facilities within the Medical School and Sutton Bonington Campus in compliance with the Animals (Scientific Procedures) Act 1986 (ASPA); the Code of Practice and associated DEFRA animal welfare and safety legislation. Planning and organising resources and the work of the staff within various integrated sections of BSU facilities. To ensure high standards of compliance, care and welfare for animals with due regard for essential experimental research programmes. | 20% |
| 2. | Provide professional advice and guidance to research colleagues and BSU staff in respect to the evolving ASPA legislation and contributing to due governance of animal research facilities at Nottingham. Liaise with the Home Office and host Inspections as necessary. Influence and develop BSU policy/strategy as appropriate to meet evolving legislative requirements and expectations. | 15% |
| 3. | Proactively develop and maintain high standards of service support for research groups utilising BSU facilities. Manage demand and expectations of both commercial and internal user of BSU. Develop and monitor BSU service level agreements and procedures to meet Home Office, University and research requirements.. Develop the functionality and capability of the facility management software LabTracks within BSU to bring about efficiencies and improvement in service provision. | 20% |
| 4. | Ensure control of costs and accurate, timely recharging of BSU activity to both internal and external users. Undertake the generation of cost estimates for research projects and grant applications. Ensure appropriate and effective purchasing on behalf of BSU. Develop use of common practices and suppliers across BSU sites. | 15% |
| 5. | To fully deputise for the Director of BSU (across all areas of the facility) as necessary and undertake such other comparable duties as may be required by the Director of BSU. Undertake the Named Animal Care and Welfare Officer role for designated areas of the University (including those outside the main BSU facilities). Represent the University at conferences relating to laboratory animal research, communicating outcomes to the research community and BSU staff. | 15% |
| 6. | Lead a team of technical managers and their staff to ensure high standards of support to the *in vivo* research community. Determine priorities and allocate resources to ensure that research requirements are met. Set and maintain professional and quality service standards that ensure legislative compliance across the BSU. Take appropriate corrective action to ensure that performance standards are consistently met to a high standard. Develop and train staff and advise the Director of BSU on staff requirements, training and recruitment requirements to meet service demands  Maintain adequate levels of ‘out of hours’ and weekend / bank holiday staff cover to meet the 365 day a year operating requirements of BSU.  Ensure that a safe working environment is maintained across all sites. Work with University Security and Estates to maintain security provision and the required environmental control across both sites. | 15% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Fellowship of the Institute of Animal Technology **and/or** equivalent qualification. | * Management qualification |
| **Skills/Training** | * Expertise in the management, husbandry, breeding and experimental use of laboratory animal rodents in a research environment. * Ability to conduct a wide range of regulated experimental procedures to a high standard. * High level of planning and organisational skills. Ability to communicate clearly to non-specialist and senior colleagues/audiences. * IT competency to implement software developments in contexts. * Develop collaborative relationships with key customers and stakeholders. Influential contributor to strategic discussions * Proven skills in the effective management of people, able to motivate and lead. * Member of the Institute of Animal Technology and or the Laboratory Animal Science Association | * Knowledge of anaesthetics and aseptic surgery * Expertise in the management, husbandry, breeding and experimental use of farm animals in a research environment. |
| **Experience** | * Knowledgeable in the application of the ASPA regulations. * Experience in the training of licensees and the assessment of competence. * Experience in the management and development of technical teams * Experience of working with and influencing Home Office licence holders. * Experience in a relevant management/supervisory role. * Proven technical specialist knowledge and practical ability. | * GLP background. |
| **Statutory/Legal** | * Holder of a Home Office personal licence * Full driving licence | * Current or recent holder of a Home Office project licence * NACWO qualified with experience as a NACWO or deputy NACWO |

**Decision Making**

1. **taken independently by the role holder**

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| * Instruction to research colleagues and other staff (of all levels of seniority) to ensure compliance with the Animals (Scientific Procedures) Act 1986. * Organisation of monthly working arrangements within the technical teams. * Arrangements for ‘out of hours’ weekend and bank/university holiday cover by technical staff * Production of research grant estimates * Ensuring adequate control of consumable items and maintenance of equipment * Ensuring provision of appropriate security and maintenance of environmental control |

1. **taken in collaboration with others**

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| * Assessment of animal health and wellbeing * Development of BSU capability to meet specific research requirements * Setting performance targets for BSU senior staff and for the facility as a whole. * Staffing levels required to maintain operational capability * Development of the Home Office training courses * Development of LabTracks functionality and roll-out |

1. **referred to the appropriate line manager (Director of BSU) by the role holder**

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| * Issues of compliance under the Animal’s (Scientific Procedures) Act 1986 * Animal welfare issues * Disciplinary issues |

**Additional Information**

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| The role holder must be highly motivated and have excellent interpersonal and organisational skills in order to meet Home Office and University expectations **and** deliver the quality of service associated with this demanding role.  A flexible attitude to the demands of this role, with the necessary vocational approach required to provide cover outside the core working hours is a mandatory requirement. The role holder will be a member of the ‘on call’ BSU team.  Pro-active working with the Director of the BSU is essential in order to fully undertake the Deputy Director role across both BSU sites. It will be necessary to represent the University at professional meetings. |

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| S:\PS\Registrars\HR Policy\CAT Office\Web Site\Images\AS_Silver Award.tif | *The University of Nottingham strongly endorses Athena Swan principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.* |