



Job title	Training & Scientific Officer	Job family and level	Administrative, Professional and Managerial - Level 5
Department	Bio-Support Unit (BSU)	Locations	QMC, University Park, Sutton Bonington, and external sites

Purpose of role

The Training & Experimental Officer plays a vital role in supporting the highest standards of animal care and scientific research within the Department and across the University's animal research facilities. As the Named Training and Competency Officer (NTCO) under the Animals (Scientific Procedures) Act 1986, the postholder is responsible for overseeing the delivery of training and competency across the Department, ensuring that all personal licensees and technical staff embrace the culture of care, and meet regulatory and ethical standards. This role includes delivering licensed training courses, promoting a proactive culture of care, advising researchers on experimental design and technical procedures, and supporting the professional development of both technical and academic staff to promote excellence in research and animal welfare.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Named Training & Competency Officer <ul style="list-style-type: none">Establish and maintain the local standard for training, supervision, assessment & CPD (continuous professional development)Maintain a robust training and competency assessment frameworkEnsure requirements of training and competency assessment across the Department are metMaintain local training and assessment recordsBe an active member of the AWERB and other relevant advisory groupsWork closely with other 'named people' (as defined under ASPA to ensure compliance with ASPA	55 %
2	Training & development <ul style="list-style-type: none">Define and monitor appropriate staff training and development in the DepartmentOversee, organise and contribute to the delivery of local personal licensee training courses and 'training the trainers' and assessors.Deliver inductions to all internal and staff using BSU facilitiesTake a proactive approach to understand and meet the requirements of BSU staff and academic research colleagues with regards to training and assessmentMaintain a process to be aware of all individuals working under A(SP)A	25 %

3	Experimental <ul style="list-style-type: none"> ▪ Provide experimental design advice and 3Rs ▪ Provide scientific and technical input to <i>in vivo</i> studies as appropriate ▪ Hold the Home Office project service license 	10 %
4	Promoting a culture of care and active engagement within and Department and wider stakeholder community <ul style="list-style-type: none"> ▪ Fostering and maintaining a close working relationship with other named roles ▪ Active member of departmental working groups, contributing to driving strategic focus to build, develop services and improve operations, enhance training and competence, ▪ Proactively create and maintain external contacts for information sharing and provide advice and input on research projects with regards to animal welfare and 3Rs to relevant stakeholders (including, but not limited to, PPL holders, PIL holders, animal care staff, AWERB members, stakeholder groups) 	10 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent planning, organisational, networking and communicational skills. ▪ Ability to deal with issues in confidence. ▪ IT competency, ability to utilise Microsoft Office and financial software packages. 	<ul style="list-style-type: none"> ▪ Ability to manage a central repository of information such as intranet, SharePoint or similar. ▪ Ability to create automation for simple administrative processes using, for example, Microsoft Power Automate.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Comprehensive knowledge of the Animals (Scientific Procedures) Act 1986. ▪ Significant experience of working in a biomedical research sector. ▪ Knowledge and expertise in animal welfare science. ▪ Experience in developing strong and collaborative relationships with research colleagues and external clients. ▪ Experience in leading and co-ordinating long-term animal welfare projects including quantitative data recording. ▪ Experience providing classroom and practical training in biomedical science topics. 	<ul style="list-style-type: none"> ▪ Knowledge of effective teaching practices. ▪ Knowledge of regulatory frameworks and professional guidance such as Home Office Code of Practice, ARRIVE, PREPARE, and relevant DEFRA codes.
Qualifications, certification and training	<ul style="list-style-type: none"> ▪ Batchelor or Masters level degree in biomedical sciences. 	<ul style="list-style-type: none"> ▪ PhD in biomedical sciences. ▪ Training in productivity tools such as lean/six-sigma. ▪ NTCO workshop attendance. ▪ E2/PPL training under ASPA.
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Personal license holder under ASPA (current or former). 	<ul style="list-style-type: none"> ▪ Project license holder under ASPA (current or former).



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



