

| | | | |
|-------------------|------------------|-----------------------------|----------------------------|
| Job title | Area Manager | Job family and level | Technical Services L4 |
| Department | Bio-Support Unit | Location | All Bio-Support Unit sites |

Purpose of role

To manage and develop a team of animal technicians and to undertake Named Animal Care and Welfare Officer (NACWO) responsibilities for a given area of the Unit. To undertake the operational requirements associated with that designated area to provide high standards of technical support, including training and competency assessment, to research colleagues and commercial clients. Working closely with the senior management team to ensure constant review and improvement of working practices, processes, and policies, especially regarding the 3Rs.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per yr |
|---|--|----------------------|
| 1 | Named Animal Care & Welfare Officer <ul style="list-style-type: none"> Responsible for the Named Person role as specified in the Guidance to the Animals (Scientific Procedures) Act 1986 (ASPA) Contribute to ensuring compliance with ASPA and other relevant legislation DEFRA and FSA requirements Identify and contribute to the development and improvement of systems, processes, and policies in your area | 40 % |
| 2 | Line manage a team of technical staff <ul style="list-style-type: none"> Planning and managing the operation of a defined area of the facility: <ul style="list-style-type: none"> allocation of technical work and responsibilities ensuring that work is performed to the required standards taking the necessary measures to ensure effective performance the role may also involve the supervision of non-technical staff Training, development and support of technical staff, ensuring compliance with ASPA and meeting Home Office expectations Provide oversight of health & safety in your area, with assistance from the Health & Safety Office and Coordinator(s) | 40 % |
| 3 | Oversight and support of experimental studies <ul style="list-style-type: none"> Develop strong working relationships with research colleagues Be pro-active in giving technical and animal welfare advice to researchers in the conduct of experimental procedures and application of the 3Rs (and/or via delegation to suitably trained staff) Be pro-active in identifying opportunities to develop new approaches Be familiar with study protocols and requirements of planned work Provide a compliance safeguarding role Use specialist knowledge to anticipate future research requirements Provide updates at senior staff meetings to allow Unit-level planning of future resource requirements | 20 % |

Person specification

| | Essential | Desirable |
|---|--|--|
| Skills | <ul style="list-style-type: none"> ▪ Expertise in the management, husbandry, breeding and experimental use of laboratory animals ▪ Able to conduct, train, and assess competency in a wide range of regulated procedures ▪ Proven skills in the effective management of people, being a role model for junior staff; able to motivate and lead a team ▪ Excellent time management, planning, and communication skills ▪ Strong IT competency including with bespoke laboratory animal software & databases ▪ Able to develop collaborative relationships with research colleagues and external clients | <ul style="list-style-type: none"> ▪ Able to perform a range of minor procedures with a range of species, including small and large ruminants, pigs and poultry ▪ Able to undertake experimental surgical procedures and/or anaesthetic protocols with a range of species, including small and large ruminants, pigs and poultry |
| Knowledge & experience | <ul style="list-style-type: none"> ▪ Significant relevant experience in research animal technology, with proven skills in laboratory animal and/or farm animal husbandry and/or breeding ▪ Experience understanding Home Office project license authorities ▪ Considerable experience monitoring research studies and addressing welfare concerns ▪ A track record of innovation ▪ Good working knowledge of relevant legislation including ASPA and health and safety legislation | <ul style="list-style-type: none"> ▪ Understanding and experience of working in a regulatory environment to Good Laboratory Practice (GLP) standards ▪ Working knowledge of DEFRA livestock movement legislation and Food Standards Agency requirements |
| Qualifications, certification & training | <ul style="list-style-type: none"> ▪ Member of the Institute of Animal Technology / Level 3 Diploma in Laboratory Animal Science and Technology, or equivalent qualifications and experience | <ul style="list-style-type: none"> ▪ Formal recognised supervision and management training ▪ Training in Lean / Six Sigma performance improvement practices |
| Statutory, legal or special requirements | <ul style="list-style-type: none"> ▪ Named Animal Care & Welfare Officer ▪ Personal license holder | <ul style="list-style-type: none"> ▪ Registered animal technician |



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



