



Job title	Information and Welfare Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Bio-Support Unit (BSU)	Location	BSU - Medical School & Sutton Bonington

Purpose of role

To provide the role of Named Information Officer under the Animals Scientific Procedures Act A(SP)A 1986, and Home Office Liaison Contact. To provide specialised administrative support to the Director of BSU as well as advice and support to all members of BSU staff, senior research colleagues and external clients on 3Rs and Welfare. Passion to progress and improve animal welfare is essential, and to disseminate and champion the 3Rs (replace, refine, and reduce animals in research).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Responsible for coordinating access and dissemination of information</p> <ul style="list-style-type: none"> ▪ Setting up, managing and monitoring of information systems relating to 3Rs and animal welfare. Determining who needs the information and adapting approaches to different audiences. ▪ Ensuring that those dealing with animals in the establishment have access to information they need about the species held there and procedures being performed. This includes for example information about AWERB membership/hub, aseptic surgical techniques, assessing welfare and severity, Home Office newsletters and reports from the Animals in Science Committee; details of meetings, conferences, and events where such information may be shared or exchanged. ▪ Proactive engagement with stakeholders focused on dissemination of information and best practice under A(SP)A within and outside the Establishment ▪ Outreach and liaison with other organizations such as NC3Rs, LASA, IAT, RSPCA, UFAW, UAR. 	35 %
2	<p>Line management of BSU administrative staff</p> <ul style="list-style-type: none"> ▪ Planning and managing the operation of the BSU Home Office licensing team; allocation of work and responsibilities to members of staff and ensuring that work is carried out and performed to the required quality standards, taking the necessary measures to ensure effective performance. ▪ Training, development and support of BSU Home Office licensing administrative staff as required, ensuring compliance with University AWERB processes. 	10 %

	<ul style="list-style-type: none"> ▪ Managing administrative staff performance including annual development reviews. 	
3	<p>Home Office liaison duties</p> <ul style="list-style-type: none"> ▪ Providing specialised knowledge, information, advice and support to the research community relating to the Home Office licence application process via the Home Office E-licensing System (ASPeL) and in respect to the Animals (Scientific Procedures) Act 1986. ▪ Processing and tracking of associated documentation through the ASPeL and BSU systems. ▪ Contributing to the overall governance and compliance with Home Office license authorities and ensuring adequate systems and communication. ▪ Active involvement with the AWERB as a full member and ensuring adequate communication and support to the Body. ▪ Oversee and monitor timely Returns of Procedures (ROPs) by all project licence holders. ▪ Ensuring important messages from ASRU newsletters are disseminated to relevant staff at the Establishment and pass Home Office communication to relevant person/persons. ▪ Being a member of the HOLTIF group and attend relevant LASA meetings. 	35 %
4	<p>Liaison with stakeholder community</p> <ul style="list-style-type: none"> ▪ Fostering and maintaining a close working relationship with other named roles: NVS, NACWO, NTCO. ▪ Proactively make 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. These include but are not limited to PPL holders, PIL holders, animal care staff, AWERB members, specific research/interest groups (e.g. individual research fields). 	10 %
5	<p>General administrative duties and teaching</p> <ul style="list-style-type: none"> ▪ Executive Assistant role to the Director of the BSU, in particular for senior stakeholder meetings, e.g. BSU Operations and Strategy Board, BSU Task and Finish Group. ▪ Ensuring compliance with GDPR ▪ Teaching on relevant internal courses (e.g. PIL training) as required 	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. ▪ Excellent interpersonal and communication skills ▪ Able to develop strong and collaborative relationships with research colleagues and external clients. ▪ Ability to supervise staff/plan office work flow in relation to this role, whilst managing own workload, flexibility to deal with queries and issues as they arise throughout the working day. 	<ul style="list-style-type: none"> ▪ Being familiar with managing a central repository for information such as intranet, SharePoint or similar. ▪ Be able to actively reach out for information on the 3Rs, including networking or self-learning.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Extensive experience of working in a biomedical research sector including animal welfare. ▪ Advanced knowledge and expertise in animal welfare science. ▪ Experience in leading and co-ordinating long-term animal welfare projects including quantitative data recording. ▪ Experience in presenting results and data to a lay and scientific audience. ▪ Advanced knowledge in main provisions of ASPA legislation. ▪ Experience in setting up, managing and ongoing monitoring of the effectiveness of information systems including database(s). ▪ Experience of procedures and regulations, e.g. Oracle or similar. ▪ Experience of working within a laboratory set up. ▪ Experience of providing advice to customers and colleagues and responding to queries . ▪ Proven organisational and analytical/problem solving skills. Ability to deal with issues in confidence. 	<ul style="list-style-type: none"> ▪ Programming skills, for example in MS Office (e.g. MS Access). ▪ Being familiar with regulatory frameworks and professional guidance such as Home Office Code of Practice, ARRIVE 2.0, PREPARE, and relevant DEFRA codes.
Qualifications, certification and training	<ul style="list-style-type: none"> ▪ Bachelor level degree in biomedical research or equivalent experience 	<ul style="list-style-type: none"> ▪ Advanced degree in biomedical research
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Knowledge of the Animal (Scientific Procedures) Act 1986. ▪ Personal License holder (PIL) under ASPA. 	<ul style="list-style-type: none"> ▪ Awareness of University procedures and relevant legislation such as GDPR.



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



