



Job Title: Deputy Facility Manager
Grade: 6
Salary: £27,830 to £32,263 per annum
Department: Division of Biomedical Services
Hours/Contract: Full-time, permanent
Reference: 559

Role Purpose

Responsible for the day to day operational management of the animal unit overseeing and supporting the technical and scientific procedural support as required by researchers, and all aspects of animal care and welfare.

Principal Responsibilities	% Time
<ul style="list-style-type: none"> ● Manage a team of staff <ul style="list-style-type: none"> ○ Allocate work to team members to ensure that the team carry out daily animal care and welfare duties effectively ○ Allocate study support and breeding colony management to team members ensuring resource is utilised efficiently ○ Ensure that a high standard of hygiene control within the division is maintained by preparing and monitoring work rotas ○ Maintain accurate records pertaining to personnel management (appraisals, overtime and holidays) 	25
<ul style="list-style-type: none"> ● To perform and advise on scientific and technical procedures and compliance in line with Home Office legislation <ul style="list-style-type: none"> ○ Advise and assist researchers on technical matters pertaining to study support and breeding regimes ○ Performs complex scientific procedures ○ Reviews study protocols and procedures to ensure compliance to Home Office Personal and Project licenses is maintained ○ Demonstrates a detailed knowledge and understanding of the Animals (Scientific Procedures) Act 1986 ○ Assesses and evaluates animal welfare issues and implements appropriate action including seeking advice from NACWO and NVS 	15
<ul style="list-style-type: none"> ● Provide support to maintain conventional, transgenic and genetically modified animal breeding programmes involving complex genetic programming and protocol management to ensure that the correct models are produced for the research teams <ul style="list-style-type: none"> ○ Maintaining comprehensive and accurate records including electronic records for animal work, training and documentation ○ Provide reports to the researchers and management staff on colony management ○ Advises management staff of potential issues with animal breeding programs 	20
<ul style="list-style-type: none"> ● Provision of training <ul style="list-style-type: none"> ○ Prepare, in conjunction with training team, training plans for staff ○ Assist with unit inductions for new starters when necessary 	5





<ul style="list-style-type: none"> ○ Perform regular reviews of training records with training team 	5
<ul style="list-style-type: none"> ● Resource management <ul style="list-style-type: none"> ○ Maintain and raise orders for adequate stocks of consumables required for routine research studies ○ Advise researchers and external clients on costings for grants and research studies working with DBS staff and commercial suppliers as appropriate ○ Advise on the future requirements and costs for general and specialist equipment, equipment and space for technical service area 	5
<ul style="list-style-type: none"> ● Carry out animal care and welfare duties in accordance with legislative needs, providing support when needed <ul style="list-style-type: none"> ○ Cleaning out cages ○ Feed and water animals ○ Thoroughly health check animals and report concerns ○ Provide guidance to colleagues and researchers on animal welfare concerns ○ Maintain accurate records 	5
<ul style="list-style-type: none"> ● To provide support in planning and co-ordinating repairs for equipment. Ensuring that the repair, maintenance and upgrading of departmental facilities is carried out to the required standard. Helping to oversee the maintenance of the SAP asset register and other equipment inventories in use in the department, including IT records and insurance databases 	15
<ul style="list-style-type: none"> ● To act as safety supervisor for the facility, assisting the DSO with aspects relating to Health and Safety in the unit 	10

Internal and External Relationships

Internal

- Daily supervision of a team of animal technicians
- Daily contact with ancillary support team
- Regular meetings with the facility manager
- Regular contact with administration team

External

- Daily contact with researchers
- Regular contact with Home Office inspector
- Regular contact with commercial suppliers
- Occasional contact with visitors
- Occasional contact with Estates

Planning and Organising

- Plan and oversee the technical running of a specific work area/research project/system or technical service, allocating resources and providing technical guidance to staff and researchers in order to ensure services are delivered to the required standard
- Prepare work rotas and activity schedules for work area to make consideration of workload for ancillary area





Qualifications, Knowledge and Experience

Essential

- Possesses a qualification (e.g. HNC or degree) or equivalent experience*
- Possess a detailed knowledge of the Animals (Scientific Procedures) Act 1986 and accompanying guidance notes, recommendations and codes of practise, and a general knowledge of other legislation relating to animals*
- Good working knowledge of the relevant aspects of other legislation, e.g. Health and Safety at Work Act (1974) and COSHH regulations 1999*
- Substantial experience of working with animals in a scientific environment*
- Home office License modules 1-3*
- Holds, or has held, a personal license under the Animals (Scientific Procedures) Act 1986*

Desirable

- Substantial experience of working with GA rodents*
- NACWO trained*
- Experience of managing a team or organising work schedules*
- Skills and experience in training others*
- Some experience in line management*

Skills, Abilities and Competencies

Essential

- Effective oral and written skills in order to communicate effectively with staff and students*
- Ability to work independently or part of a team*
- Ability to manage a team of staff*
- Ability to assess problems and take appropriate action*
- Good technical skills to meet research needs
- Possess a caring attitude towards animals*
- Proven track record of multi-tasking skills*
- Ability to plan own and others work and activities and tasks
- Excellent administrative, record keeping and IT skills
- A high level of personal integrity, dedication and progressive thinking*
- Compliance with Health and Safety regulations

****Criteria to be used in shortlisting candidates for interview***

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

