

Candidate Information

Position:	Senior Technician
School/Department:	Faculty MHLS - Core Technology Units
Reference:	20/108188
Closing Date:	Monday 6 April 2020
Salary:	£33,797 to £40,322 per annum
Anticipated Interview Date:	Monday 20 and Tuesday 21 April 2020
Duration:	Available until 28 February 2021

JOB PURPOSE:

Management of the BSU. Responsible for ensuring the highest standards of animal welfare and to ensure the BSU complies with Home Office standards/Animal (Scientific Procedures) Act/Health and Safety legislation. To oversee the provision of specific technical support services to academic and research staff and students. Responsible for advising on and implementing any development changes to the unit its services, for budget planning, financial control and sustainability of the unit.

MAJOR DUTIES:

1. Manage the University's Biological Service Unit (BSU) and its resources to ensure an efficient, effective and high quality service is delivered to users in support of the University's research strategy and teaching requirements and the highest standards of animal welfare.
2. Provision of expert animal welfare and advice to technicians and researchers.
3. Manage the BSU staff, including recruitment, deployment and allocation of responsibilities/duties to meet BSU objectives and requirements; manage staff development and performance to ensure that the highest professional standards, skills and expertise are maintained. The BSU Manager will be required to regularly review, advise on and implement changes as appropriate to staffing structure/complements to meet Home Office requirements.
4. Responsible for the financial management of the BSU, advising the BSU Management Committee on the development of short, medium and long-term financial plans and the allocation, management and profiling of the BSU budget. Provide detailed financial and analytical reports on the BSU's financial position to BSU Management Committee/Faculty and advise senior management on the financial health of the unit. Contributing to the development and maintenance of a revenue and capital funding strategy to ensure the long-term sustainability of the BSU is a key aspect of the post.
5. Responsible for the management of the BSU's buildings and physical resources, including equipment and its procurement. Advise the BSU Management Committee on required developments in relation to accommodation, equipment, computing and IT infrastructure requirements and develop proposals/specifications for infrastructure improvements/equipment procurement to meet the needs of the unit.
6. Implement and manage appropriate management information systems, including a-tune software, to support effective operational and resource management, including procurement, stock control, billing/recharging etc.
7. Ordering of stock animals, with the associated financial responsibilities.
8. Responsible for the preparation of import/export licences for animals.
9. Ensure users are appropriately trained to use systems and to generate appropriate reports.
10. Manage and control an effective maintenance, security and safety programme for all BSU operations to ensure they conform to the current legal requirements, including Home Office Animals (Scientific Procedures) Act 1986 and its subsequent amendments.
11. Be an active member of relevant committees, including the Animal Welfare and Review Body (AWERB) and BSU management committee, Health and Safety Committee and CTU management Committee
12. Act as a Named Animal Care and Welfare Officer (NACWO) and Named Information Officer (NIO) for the BSU.
13. Training and supervision of staff: Provision of required training for junior BSU technicians, new staff, and researchers, including PhD students, post-docs and lecturers. This will include the supervision of animal care and welfare, and generic skills.

14. Ensure compliance with experimental protocols, University Health & Safety regulations, Research Governance policies and procedures, and Home Office Animals (Scientific Procedures) Act 1986 and its subsequent amendments. This will include ensuring maintenance of licences, protocols, the appropriate purchase, movement and transportation of animals.
15. Draft, implement and review policy, procedures and Standard Operating Procedures to ensure on-going compliance.
16. Liaise with the DHSSPSNI Inspector and Named Veterinary Surgeon on all aspects of the operation of the BSU.
17. Establish, implement and manage efficient and cost-effective operational measures to meet organisational objectives and to respond to internal and external demands; review and initiate changes to improve performance and plan for and advise the BSU Management committee on requirements.
18. Foster and sustain risk management procedures, identifying, assessing and prioritising risk so as to minimise likelihood and impact, and ensure that the management of risk is consistent with, and supports the achievement of the BSU's strategic objectives.
Act as supervisor and key-holder during out of hours and weekend rota duties.
19. Ensure the unit's adherence to the 'Controlled drugs and the Misuse of Drugs Regulations as they relate to veterinary medicines.' Oversee the dispensing and administration of anaesthetic agents, drugs and other chemicals and other contributions to experimental programmes, strictly followed to agreed protocols.
Report to the BSU Management Committee on the status of current operations and on all future requirements for the further development of services and provisions within the BSU.
20. Maintain records of equipment and room use. Carry out any other duties, which are appropriate to the post.

Planning and Organising:

1. Prioritise own work to meet deadlines.
2. To efficiently plan and organise the operation of the Unit in line with the requirements of the users, eg. Supply of models, consumables, and booking and allocation of facilities within the unit.
3. Organise own workload and the workload of BSU technical staff to meet Research Centre's and/or School's research objectives.
4. Implement, manage and review BSU Management Information Systems in order to support the operations of the BSU and to provide comprehensive, accurate and timely data on the operation/activities of the BSU for report to the BSU Management Committee, to inform decision making and to support financial administration and user billing.
5. Oversee the planning, use and allocation of the facilities and resources of the unit, to enable adherence to complex protocols.
6. Plan for the short term, medium term and long term goals of the unit.

Resource Management Responsibilities:

1. Advise (Line manager) on the technical/scientific organisation structure and on whether budget and staffing levels are appropriate to meet requirements.
2. Manage/supervise a team of technical staff, operating within a well-defined discipline, communicating requirements and monitoring and reviewing individual and team progress and performance, ensuring agreed strategy, policy and research/teaching plans are implemented.
3. Responsible for the financial management and sustainability of the BSU, to include control of income/expenditure and implementation of appropriate cost/pricing structures to ensure sustainability; manage all financial operations in line with University and School financial procedures. Report to the Management Committee on the financial health and operations of the Unit to include projections to inform future budget planning and sustainability.
4. Responsible for the management of the BSU's equipment as well as equipment procurement/replacement, inventory management and infrastructure planning.
5. Responsible for the management of the BSU operating system including the online management software.
6. Advise BSU users on design and costing for proposed research programmes/projects.
7. Have responsibility for general security and maintenance of equipment in BSU.
8. Support student learning through the development and demonstration of standard equipment and techniques.
9. May provide standard guidance and advice to junior colleagues/students through on the job training.
10. Make informed decisions on the welfare of animals during all procedures. Decisions must also be made on the advice to be given to researchers on the pre-, peri-, and post-procedure care and well-being of animals under the guidelines of the Animal (Scientific Procedures) Act, 1986 and subsequent amendments.

Internal and External Relationships:

1. Responsible for ensuring effective communication within the BSU (its staff and users), with the School, the University and externally.
2. Liaise with the Animal Welfare and Ethical Review Body and take a lead role in the ethical review process.

3. Internal relationships include all BSU technical and administrative staff, BSU Management Committee, Named Compliance Officer, Named Animal Care and Welfare Officers, Named Training and Competency Officer, School Heads and Managers, Research staff and Postgraduate Students, Directorate Heads/administrative leads.
4. External relationships include DHSSPSNI Inspector, Named Veterinary Surgeon, BSU Operational Managers in other institutions both nationally and internationally, external suppliers and contractors.
5. Represent the BSU at appropriate internal and external committees/working groups with delegated authority as appropriate.

ESSENTIAL CRITERIA:

1. * Degree, HND, NVQ4 in a relevant subject, Or, A relevant professional qualification and relevant formal training.
2. * Valid UK Home Office/DoH Personal License, or equivalent.
3. * Valid UK driving License or ability to meet the mobility requirements of the post.
4. * IAT course work – Level 2 completed.
5. * A minimum of three years' relevant experience in the management of a technical team in a competitive environment.
6. * Demonstrable experience as a successful and effective decision maker capable of following through objectives in complex and challenging situations.
7. * Experience in the use a range of packages within the MS Office suite.
8. * Relevant experience of working with animal in higher education or industry setting.
9. Good knowledge and understanding of research activity and associated challenges within higher education or the private sector.
10. Detailed knowledge of the Animal (Scientific Procedures) Act, 1986 and subsequent amendments.
11. A comprehensive knowledge and understanding of the management of research activity and associated challenges within higher education or the private sector.
12. A comprehensive knowledge and understanding of the management of a core technical resource within higher education or private sector, and of the key challenges in this regard.
13. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements.
14. Skills in managing budgets/resources.
15. Proven analytical and organisational capability across a range of management functions.
16. Planning and project management skills in order to be able to manage a varied workload (both own and that of other staff) as well as a number of projects/initiatives simultaneously and to balance competing pressures, deadlines and demands.
17. High level of literacy and numeracy.
18. Strong negotiation skills with the ability to work with senior management.
19. Well-developed communication skills.
20. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and out with the University Ability to develop and demonstrate standard equipment and techniques.
21. Ability to exercise authority and provide leadership.
22. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
23. Ability to work within established procedures but with minimal supervision.
24. Ability to plan own work schedule responding to new pressures and adjusting priorities.
25. Problem solving skills.
26. Ability to provide standard guidance and advice to junior colleagues/students.

DESIRABLE CRITERIA:

1. * May have completed HO/ DOH Modules 4 and 5.
2. * IAT course work – Level 3 completed
3. * Experience with Management Information Systems, preferably relating to animal breeding/husbandry and/or research.