

## Candidate Information

**Position:** Named Training Competency Officer  
**School/Department:** Faculty Office MHLS  
**Reference:** 25/112717  
**Closing Date:** Monday 28 July 2025  
**Salary:** £41,519 - £49,536 per annum  
**Anticipated Interview Date:** Thursday 7 August 2025  
**Duration:** Permanent

### JOB PURPOSE:

Under the terms of the Animal (Scientific Procedures) Act 1986 (Amended 2012) (ASPA) the post holder will be appointed as the Named Training and Competency Officer (NTCO). Working to the Research Governance Ethics & Integrity Manager, you will be responsible for ensuring that everyone dealing with animals under ASPA at QUB, is adequately educated, trained and supervised until they are competent, and they continue to undertake appropriate further training to maintain their expertise.

As the NTCO, you will work in partnership with the other Named Persons under ASPA (NVSS, NACWOs and NIO) and the Research Governance, Ethics & Integrity Manager. The post-holder be a key member of the University's Animal Welfare and Ethical Review Body (AWERB) to ensure training is standardised across all personal licensees, and regulated procedures are the most refined. They will also draw upon their strong interpersonal skills to work effectively with all levels of staff from the senior academics within scientific groups to individual postgraduate students and technician colleagues.

The NTCO role will involve development, implementation and management of local training modules highlighting how ASPA is delivered in the BSU, alongside facilitating inductions into working at the BSU and promotion of a Culture of Care within the establishment underpinned through promotion of the 3Rs.

### MAJOR DUTIES:

1. Responsible for developing and delivering training, competency assessments and regular reassessments for research groups using the BSU, and technicians responsible for the care of animals at the facility.
2. Promote the maintenance of high professional standards by providing specialist advice and guidance to all staff, researchers and students ensuring that all those dealing with ASPA relevant animals are adequately educated, trained and supervised until they are competent and that they continue to undertake appropriate additional training to maintain expertise in their respective disciplines.
3. Develop and manage a programme of continuous assessment for procedural competencies of Personal Licence Holders, including providing direction on humane killing techniques, CPD and education to personal and project licence holders, to ensure compliance with regulatory frameworks.
4. Develop, implement and manage local training modules for the BSU providing understanding of the local structure, key roles and implementation of ASPA and the 3Rs. Contribute to the promotion of a QUB culture of care with animal welfare central to all activities. Identify the appropriate solutions to support ongoing compliance to regulated procedures and protocols.
5. Facilitate an induction process to new users of the facility (alongside the BSU Senior Technician), promoting local systems and processes.
6. Manage an Establishment-wide system for recording and maintaining all aspects of training for personal licence holders and for those performing Schedule 1 techniques.
7. As a key AWERB committee member, provide sound technical and professional advice and guidance in education and training requirements to achieve regulatory requirements. You will be responsible for maintaining a current understanding of relevant animal welfare legislation and best practice.

8. Maintain an understanding of relevant qualifications required for holding different classes of licences and provide advice on accessing relevant accredited species-specific training courses. Responsible for providing technical advice and guidance to individuals in personal licence applications, reviews and amendments.
9. Co-ordinate and implement development and review of standard operating procedures for all regulated activity undertaken within the unit alongside ensuring standardised training is delivered competently and consistently across facility users.
10. Responsible for provision of training in appropriate methods of humane killing as set out in ASPA legislation and ongoing maintenance of a contemporaneous register of users at the establishment who are competent in killing animals humanely.
11. Contribute to the review of experiment record sheets to ensure researchers have the relevant competencies to undertake the proposed research. In addition, work alongside NACWOs to review training requirements identified from standard condition 18 notifications.
12. Produce reports and provide regular updates to various Committees, such as AWERB and the Establishment License Governance and Strategy Committee.
13. Awareness of and promotion of all relevant health and safety legislation.
14. Undertake any other reasonable duties at the behest of the Establishment Licence holder or designee.

#### **ESSENTIAL CRITERIA:**

1. Academic and/or vocational qualifications e.g. HND/HNC NVQ 4, degree or equivalent standard) in a relevant subject.
2. Valid UK Home Office/ Department of Health Personal Licence (or equivalent qualification).
3. Detailed knowledge of the Animal (Scientific Procedures) Act, 1986 and subsequent amendments.
4. Substantial experience in working with animals in a higher education or industry setting, particularly in a broad range of procedural skills.
5. Experience in performing training and assessments of procedural techniques.
6. Demonstrable ability to motivate personal licensees to become competent and work to prescribed standards to deliver a high-quality service to the scientific community.
7. Experience in producing high quality, accurate training material.
8. Experience with Management Information Systems, preferably relating to animal breeding/husbandry/competencies.
9. Well-developed understanding of relevant regulations and procedures including Health and Safety requirements.
10. Planning and project management skills to be able to manage a varied workload as well as a number of projects/initiatives simultaneously and to balance competing pressures, deadlines and demands.
11. High level of literacy and numeracy.
12. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and out with the University.
13. Experience developing training materials and delivering standardised training to large and small audiences and to staff at all levels.
14. Excellent communication, negotiating and influencing skills.
15. Excellent organisational skills alongside significant IT skills to maintain information resources and online databases.
16. A strong team player with the ability to work collaboratively but also on an individual basis if required.
17. Ability to problem solve, be proactive and flexible and use own initiative in a variety of scenarios.
18. Significant commitment to CPD relevant to the role.

#### **DESIRABLE CRITERIA:**

1. Degree in a relevant subject or a professional qualification and relevant formal training.
2. Membership of the Institute of Animal Technicians, IAT 3 (or equivalent qualification).
3. Completion of an industry standard NTCO course.
4. Demonstrable experience and commitment to promote and implement the 3Rs.
5. Extensive experience of training and demonstrating in either laboratory animal or biomedical disciplines.
6. A comprehensive knowledge and understanding of the management of research activity and associated challenges within higher education or the private sector.
7. Experience planning and organising training events.

#### **ADDITIONAL INFORMATION:**

Informal enquiries may be directed to: Beckie Ingram at [b.ingram@qub.ac.uk](mailto:b.ingram@qub.ac.uk)