



1 Advertisement

Post Title: Technical Supervisor (Deputy Unit Manager)

School/department: School of Life Sciences/Professional Services

Hours: Full Time (36.5 hours) Requests for flexible working options will be considered (subject to business need)

Contract: Permanent

Reference: 10559

Salary: £32,411 - £36,333 per annum dependent on experience, pro rata if part time

Placed on: 21 February 2023

Closing date: 23 March 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible after interviews

The University of Sussex are seeking to appoint a Technical Supervisor (Deputy Unit Manager) responsible for the leadership and management of a small team of technicians within a defined division of Professional Services responsible for the delivery of high quality and flexible support to research activities relating to work performed under Home Office Legislation. The unit operates a rota system to provide cover at weekends, University closure days and Bank Holidays, and therefore the successful candidate will be required to work outside of normal working hours.

The successful candidate will be required to undergo a basic disclosure (criminal records check), a health assessment and a security check.

Please contact Andy Cunningham 01273 877010 or a.cunningham@sussex.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The School of Life Sciences is at the forefront of research in the biological sciences in the UK, coming in the top 10 in the REF 2014. It is the largest School in the University in terms of research activity with an annual research income of over £13m, and one of the largest in terms of student and staff population. The School has a teaching and research faculty of nearly 80, over 150 research fellows and technicians, and a small professional services team. Life Sciences have played a major role in the research and teaching of the University of Sussex since 1961. The original School of Biological Sciences (BIOLS), founded by John Maynard Smith FRS, trained some of the world's leading biologists and biomedical scientists, and was a beacon of innovation and creativity in its integrated approach to research and teaching.

The University of Sussex is a medium sized research-intensive University based on a single campus in Falmer, just outside Brighton in East Sussex. The University has ambitious plans to develop its teaching and research; for example, to move from a taught student population of c13,000 to one of c18,000 by 2018.

<http://www.sussex.ac.uk/lifesci/research>

3. Job Description

Job Description for the post of: Trainee Animal Technician

Department: Biomedical Research Facility

Section/Unit/School: School of Life Sciences/Professional Services

Location: Biomedical Research Facility

Grade: 6

Responsible to: Senior Technical Manager

Responsible for: NA

ROLE DESCRIPTION:

To provide leadership and management of a small team of technicians within a defined division of Professional Services responsible for the delivery of high quality and flexible support to research activities relating to work performed under Home Office Legislation

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, Technical Services, engendering a culture of continuous improvement.
2. Lead and manage the operational outputs of a small team of individuals.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. To be responsible for the delivery of technical support activities associated with specialist research supporting Life Sciences, Psychology and BSMS ensuring that provision is of an excellent quality and delivered in a timely, compliant and professional manner.
6. To act as the Named Training and Competency (NTCO) as required under the auspices of the Animals (Scientific Procedures Act) with responsibility for ensuring all staff working with animals have been trained and assessed as competent.
4. Provide technical assistance and advice to staff and students on the preparation of resources, materials, setting-up of specialist equipment, and/or advise on research experiments to meet the needs of the facility users.

KEY RESPONSIBILITIES

1. Team leadership

- 1.1 Lead and manage a small team to support the achievement of targets and objectives
- 1.2 Work with Senior Technical Manager to ensure available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members
- 1.3 Ensure team understanding and application of operational standards are embedded in the methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day local team management and leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
- 2.2 Work with the Senior Technical Manager to ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2 Contribute to policy decisions and improvement in area of expertise.

3.3 Contribute to the ethical review of Project Licences required to perform research studies under the auspices of A(SP)A.

4. Customers and Stakeholders

4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, collating data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Role Specific Key Responsibilities

5.1 Preparation of training plans for BRF staff and researchers

5.2 Coordinate and implement unit inductions for new starters (BRF and Research Groups)

5.3 Provide/arrange training for staff in animal husbandry, scientific and technical procedures

5.4 Maintain accurate training and Schedule 1 records as required under Home Office legislation

Apply specialist skills to develop and deliver techniques to support research activities. This may involve operation, trouble shooting, design and maintenance of highly specialised equipment.

5.5 Working with division Senior Technical Manager, to ensure the research support is suitable for an area, to maximise output from the joint resources, knowledge and skills.

5.6 Responsible for the induction, supervision and development of other technical staff within own area of responsibility. Monitoring performance of staff and undertaking appraisals when required

5.7 To take a lead role in developing new ways of working associated with technical research support activities.

5.8 To ensure that technical staff are trained in the use of safety critical equipment relating to research support and that they are then deemed competent to train others

5.9 Perform and advise researchers on husbandry, scientific and technical procedures and compliance with relevant legislation.

5.10 Review and approve study protocols and procedures to ensure compliance to Home Office Personal and Project Licences is maintained.

5.11 Contribute to the ethical review of Project Licences required to perform research studies under the auspices of A(SP)A.

5.12 Directly contribute to research outcomes and refinement, reduction and replacement (3R's) activities

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To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Participate in the work rota to cover weekends, minimum service days and bank holidays.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Managing a team of six staff
- Work within a budget of £500K
- Responsible for the Biomedical Research Facilities as authorised on the Home Office Establishment Licence
- Responsible for the achievement of breeding programmes performed under 18 Home Office Project Licences.
- Responsible for supporting the achievement of research studies performed under 18 Home Office Project Licences
- The post holder reports to the Senior Technical Manager, working under general direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Technical Services & their Division. The post holder will be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Animal (Scientific Procedures) Act ,Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. A practical knowledge and understanding of animal technology, facility operation/ and training using Direct Observation of Practical/Procedural skills (DOPS)
2. Effective team leadership skills
3. Good oral and written communication skills with the ability to present information in a way that can be understood the audience.

4. Planning and organisational skills with the ability to delegate to team members where appropriate.
5. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.
6. Analytical skills with the ability to generate effective solutions and make effective decisions
7. Commitment to customer excellence
8. Effective IT Skills on MS platform. Experience using databases and online booking systems.
9. Use knowledge to liaise with colleagues outside of own specialist area to prepare work rotas and/or activity scheduling and bookings for services that cut across a number of functions
10. Knowledge to identify gaps in health and safety and quality compliance and implement solutions.
11. Commitment to staff and student development and support

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A well founded understanding of the Animals (Scientific Procedures) Act 1986 and best practice in animal welfare
2. Normally expected to have a Degree, or a Level 6 NVQ, or an equivalent professional qualification (FIAT, MIAT), or experience in an appropriate field
3. An understanding of aspects of compliance and inspection requirements
4. Knowledge of laboratory animal science, transgenic animal model maintenance, analysis and preservation

DESIRABLE CRITERIA

1. Significant practical knowledge of animal research and how these fits with the priorities of the University to ensure that efficient and effective outcomes are achieved by self and direct reports.
2. Change management skills
3. Detailed knowledge of the University's systems and procedures relevant to the role.
4. Home Office Personal Licence Holder