



## **1 Advertisement**

**Post Title:** Trainee Animal Technician

**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)

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21432

**Salary:** Grade 3 £23,144 - £24,248 per annum dependent on experience

**Placed on:** 21 August 2023

**Closing date:** 7 September 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** As soon as possible

The University of Sussex are seeking to appoint a Trainee Animal Technician responsible for the provision of high-quality animal care and welfare to animals housed in our research facility. The ideal candidate will have a caring attitude for animals, a flexible approach to work and the ability to work in a small team. Full training will be given, and the successful candidate will support research groups by performing technical procedures after appropriate training has been completed. 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](mailto: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:** 3

**Responsible to:** Deputy Unit Manager

**Responsible for:** NA

### ROLE DESCRIPTION:

To assist in the delivery of effective high-quality research animal care and welfare, technical, scientific and procedural support within the Biomedical Research Facility (Professional Services) relating to the delivery of research activities performed under Home Office Legislation

## **PRINCIPAL ACCOUNTABILITIES**

**In relation to a range of named services or processes, to:**

1. To assist with technical support activities within specialist Biomedical Research facility
2. To be responsible for the tidiness, cleanliness and routine care of these specialist technical areas and the materials within.
3. To be a point of contact for service users in the effective and efficient delivery of services.
4. To assist with the upkeep, monitoring, operation and demonstration of equipment and techniques within research areas.
5. To liaise with technicians and academic staff to prepare equipment and materials for research laboratories].

## **KEY RESPONSIBILITIES**

1. Working as part of a team and within the wider institution, in line with local policy and procedure, as directed assist with the planning, scheduling and delivery of technical support in the Biomedical Research Facility, including, but not limited to;
  - Helping to ensure that time lines and resources are identified, realistic and achievable
  - Proactively raising issues arising in advance for discussion and resolution
  - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
  - To act as an ambassador for the service, with a focus on customer service and delivery.
2. **Communicating effectively with all stakeholders**
  - As directed, assist in the editing of local guidelines ensuring that content relating to own areas is clear and understandable to readers, up to date and accessible
3. **Providing support, information and guidance to staff and students.**
  - To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, referring to others as appropriate more complex issues or ones that are outside of normal practice
  - Referring staff and students to procedures and processes when needed
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes
5. Creating and maintaining accurate information on activity that has taken place
  - Ensure comprehensive records and files for future reference are maintained

- Providing usage and uptake reports as requested
  - Presenting data on attendance and usage in the requested format
6. This role does not have any budget responsibility.
  7. This role does not have any line management responsibility.
  8. This role does not have any responsibilities for equipment or premises.
  9. 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, Animals (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.

2. **Key Responsibilities** [options depending on role, not an entire list, but indicative of level]

**General**

- Ensure that compliance-based actions are taken in a timely fashion
- Ensure the efficient and proper disposal of clinical and offensive waste from research labs
- Cleaning cages and tanks, feeding and watering animals
- Maintaining the required level of tidiness and ensuring that equipment is stored correctly and securely as directed by senior technical staff.
- Performing detailed health checks on animals and reporting concerns where appropriate and maintain conventional, transgenic and genetically modified animal breeding programmes ensuring accurate records are maintained
- Clearing vacated labs in your area. Recycling, selling or disposing of unwanted equipment - liaise with Technical Supervisor and Senior Technical Manager
- Operation and basic maintenance adjustment and repair of specialist apparatus, equipment and instruments within the laboratories/ theatre under the direction of the BRF Technical Supervisor or nominee.
- Participate in pre-experimental meetings with Users in the design (i.e. the methods of planning) of research experiments as directed by the BRF technical Supervisor or nominee.

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 responsibilities 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**

- Responsible for supporting research in the Biomedical Research Facility.
- Responsible for supporting the achievement of research studies performed under 18 Home Office Project Licences

## **4. Person Specification**

### **ESSENTIAL CRITERIA**

1. Usually educated to Level 2 - NVQ Level 2, BTEC award, certificate and diploma level 2 in Animal Care/Technology , 4-5 GCSEs at grade A\* - C, Higher Diplomas (England)
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manager own workload – MS Suite.
6. Sufficient experience to monitor technical standards in own area, highlighting and prioritising any issues for further investigation.
7. Sufficient knowledge to ensure local health and safety, quality standards and specific aspects of compliance are upheld
8. Able to apply sufficient knowledge of relevant university systems and procedures and an awareness of activities in the broader work area.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Demonstrated experience of working with animals, preferably in a research environment
2. An understanding of, and commitment to, animal care and welfare

### **DESIRABLE CRITERIA**

1. Educated to Level 3 - NVQ Level 3, BTEC award, certificate and diploma level 3, GCE AS and A Level, Advanced Diplomas (England)
2. Significant experience working in a university or similar environment.