Standards and Licensing Officer (Neurobiological Research Facility)
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL
**Vacancy Reference:** 1836219

**Job Title:** Standards and Licensing Officer (NRF)

**Department:** Sainsbury Wellcome Centre

**Salary:** £35,965 - £43,470 per annum inclusive of London Allowance.

**Grade:** 7

**Hours:** 36.5 per week (full-time, 1.00 FTE)

**Reports to:** Head of the Neurobiological Research Facility

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**About the Sainsbury Wellcome Centre**

The [Sainsbury Wellcome Centre (SWC)](https://www.sainsburywellcome.org) brings together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at [www.sainsburywellcome.org](http://www.sainsburywellcome.org).

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide; there are nine Nobel Prize winners associated with Life Sciences at UCL. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: [http://www.ucl.ac.uk/slms/about-us](http://www.ucl.ac.uk/slms/about-us). The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Science and Life Sciences.

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk).

**Professional Services at the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team ([https://www.ucl.ac.uk/human-resources/learning-and-development](https://www.ucl.ac.uk/human-resources/learning-and-development)), who run a wide range of training programmes for all staff types and grades.
Work Environment

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: https://www.ucl.ac.uk/human-resources/pay-and-staff-benefits.

The Role of the Standards and Licensing Officer

The position of Neurobiological Research Facility (NRF) Standards and Licencing Manager will support the administration of the licensing framework under which the Centre undertakes research using animals protected by the Animals (Scientific Procedures) Act 1986. As the Home Office Liaison Contact the role will facilitate a dialogue between Home Office inspectors, the NRF and Researchers to achieve great science with the highest standards of welfare, best practice and compliance. There will be particular emphasis on coordination, management and drafting and reviewing Project Licences ensuring timely and successful application, as well as implementing and managing statutory and local review processes for these licences. The post holder will also provide professional administration and support services to the whole of the NRF as required.

Main Duties and Responsibilities

- Providing a central point of contact for the Head of NRF, Establishment License Holder and all Named Persons to liaise with the Home Office Inspectorate and Animals in Science Regulation Unit (ASRU) Administration staff.

- Working with the Inspectorate and other Home Office staff, including attendance on any relevant meetings and workshops as required – interpreting legal requirements into practical solutions for the SWC.

- Developing and implementing local processes and practices for NRF governance mechanisms and the Animal Welfare and Ethical review processes and committees that function at the Centre.

- Working with the NRF senior team and Named Persons in disseminating license authorities, establishing and reviewing robust processes to ensure science delivery, welfare standards, best practice and compliance.

- Appraising current license authorities and comparing protocols and techniques across different science disciplines and, where possible, devising standard local protocols and procedures.

- Oversee the drafting of project licenses and arrange annual project licence returns.

- Management of the Establishment License.

- Management of Project and Personal License Records.

- Management of Training Records in liaison with the NTCO.
• Providing guidance and administrative assistance with:
  o Use of Home Office Electronic Licensing systems;
  o Preparation of Project License applications and amendments;
  o Applications for Personal Licenses in liaison with NTCO;
  o Retrospective reviews, retrospective assessments and reports on Project Licences;
  o Collation of annual returns of procedures to the Home Office;
  o Producing reports showing trends in NRF animal use to NIO, Head of NRF and the SWC Executive team;
  o Notifications to the Home Office including Condition 18 and non-compliance reports;
  o Act as secretary for AWERB and its subcommittees, such as the 3Rs subgroup;
  o Management of regular meetings, reports and audit mechanisms for licensees;
  o Animal management database / recording systems;
  o Producing local guidance documents in conjunction with the NVS and other Named Persons, ensuring consistency in approach in animal care and welfare matters;
  o Coordination of NRF administration and documentation including the NIO newsletter, NRF shared drives and SWC intranet;
  o Present results and reports at internal and national meetings.

• Take up an extra Named Persons role, if and as required.

• Provide administrative support to the entire NRF unit as required

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Undergraduate and/or postgraduate degree in biological sciences or a related subject, or equivalent professional experience.</td>
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<td>Successful completion of Home Office Training modules 1 to 5 and holder of a current Home Office Personal Licence, or has recently held a Home Office Personal Licence with evidence of appropriate training, competency, and proven experience.</td>
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<th>Knowledge and experience</th>
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<td>An interest in and sound knowledge of basic medical research and a willingness to develop knowledge and understanding of the specific research programmes at the SWC; knowledge of the SWC, its objectives, policies, practices and aims.</td>
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<td>Direct experience of working within a laboratory animal environment or within a science function, or with direct biomedical research experience.</td>
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<td>Working knowledge of Animals (Scientific Procedures) Act 1986 and industry relevant management and legislative documents.</td>
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<td>An understanding of science aims and needs both internally and externally to ensure high impact and influence.</td>
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<th>Skills and abilities</th>
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<td>The ability to organise and prioritise your own workload under minimum supervision but as part of a team to meet defined and conflicting deadlines, fluctuations in function and resource availability within the NRF to deliver the standards required.</td>
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<td>The ability to use your initiative, applying and interpreting regulations and guidelines to make decisions to achieve solutions.</td>
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<td>Excellent attention to detail with the ability to generate and maintain accurate records and analyse ambiguous data and concepts rigorously.</td>
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<td>Excellent written and verbal communication, interpersonal and presentation skills, and strong collaborative teamwork skills to create and develop links to enhance work output.</td>
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<td>Good computer literacy skills with the willingness to learn new software for use in everyday work.</td>
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<td>Capability to write complex and comprehensive reports.</td>
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<th>Other Requirements</th>
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<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.</td>
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<td>Able and willing to work non-standard hours to meet the needs of the NRF.</td>
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Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.
**Pre-employment Checks**
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

**Salary**
Starting salary will be on the Grade 7 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

**Pension**
Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

**Conditions of Service**
Conditions of Service for Research, Teaching and Professional Services Staff can be found at: [https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff](https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff).

**Probation**
Appointments are subject to a probationary period of 9 months.

**Hours of Work and Overtime**
UCL’s full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

Pre-agreed overtime will be offered as equivalent time off in lieu.

**Annual Leave**
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

**Location**
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

**Equal Opportunities**
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL’s policy; the full equality policy statement is available online: [https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf).

SWC is currently working towards an Athena SWAN award.