

Job Description

Floor Manager (Neurobiological Research Facility)

Department: Sainsbury Wellcome Centre

Grade: 7

Salary: £42,099 - £50,585 per annum inclusive of London Allowance

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

Reports to: Deputy Unit Manager

Available until: 31 October 2025 in the first instance.



Context

The state-of-the-art Neurobiological Research Facility (NRF) within the Sainsbury Wellcome Centre (SWC) enables world leading scientific research involving the use of animals including mice and rats.

The NRF is both science and welfare driven. It is flexible and forward-looking and promotes collaboration within and beyond the institute. The facility provides expertise and support for housing and experiment, all underpinned with world-class standards of welfare.

SWC recently received full accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International.

Main purpose of the job

This post primarily involves the care and welfare of breeding and experimental mice, including transgenic animals and you will take responsibility for the everyday organisation of your own workload. You will be based in the Neurobiological Research Facility (NRF) in the SWC and will report directly to the Head of the NRF.

You will assist the senior management team in the supervision of staff including allocation of work, managing rotas and team motivation. You will also

support the senior management team with the operational running of the NRF, and provide inductions, training and guidance to junior members of the team and scientific colleagues.

You must have proven skills and experience with mice in a research environment and hold a Personal Licence and you will be required to conduct regulated procedures after suitable training

Duties and responsibilities

Organise, oversee and motivate staff within the animal facility and support the operational management of the NRF: Development, training and networking:

- Work alongside senior management to manage the work related but not limited to the satellite rooms including establishing work schedules and assignments for 3-4 technicians according to workload, space and equipment availability.
- Act as a mentor to junior team members and support their learning and development.
- Enforce NRF protocols to maintain health status and the security of the Unit.



- Report on environmental conditions in animal rooms and health and safety concerns relating to the Unit.
- Contribute to the development and implementation of standard operating procedures for the NRF.
- Maintain breeding and training records using agreed databases and systems.
- When necessary, covering the absence of members of the senior management team by verifying and authorising invoice payments, and maintaining filing systems for all orders and invoices for animals and consumables purchased.

Undertake licensed procedures, animal welfare and husbandry activities:

- To act as Named Animal Care and Welfare Officer (NACWO) for the day-to-day care of the animals under the Animals Scientific Procedures Act 1986 in pre-defined areas.
- Responsible for communication and discussion with research staff to identify and implement 3Rs.
- Oversee transgenic mouse breeding programmes and in-house breeding in discussion with the Project License Holder and Licensees.
- Be familiar with the project licences in use by SWC research groups, including severity conditions, adverse effects and humane endpoints.
- Maintain an awareness of the standards of husbandry and welfare detailed in the Home Office Code of Practice and ensure that they are met.
- Execute regulated experimental procedures, ensuring that they are compliant with the Home Office Animal (Scientific Procedures) Act 1986 where required.

Provide training and support induction and course delivery:

- Support the Named Training and Competency Officer (NTCO) and senior management team for the delivery of training to ensure NRF and research staff are trained to an appropriate standard of care including animal handling, breeding and sexing.
- Ensure through daily monitoring that NRF staff are appropriately trained by ensuring that all relevant SoPs are known and discussed with the team.
- Deliver lectures and practical demonstrations to NRF and research staff in competency training related to project techniques.

Act as Named Information Officer (NIO) if and as required.

General

- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively follow and promote all UCL policies including those on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- There may, on occasion, be a requirement to work extended hours.
- Follow and actively promote the [UCL Ways of Working](#).
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- All staff are expected to act professionally, co-operatively and flexibly in line with the post.

- UCL's Sustainability policies and objectives, attend management meetings and undertake such training and development as may be required for the post
- 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.

Person Specification

Essential Criteria	Assessment method
Qualifications, experience and knowledge	
Home Office Personal Licence Holder.	Application
Institute of Animal Technology (IAT) membership or equivalent.	Application
Experience working with mice in a research environment.	Application/Interview
Fully conversant with transgenic technology, including knowledge and experience of transgenic breeding and maintenance as well as tracking of breeding colonies.	Application/Interview
Knowledge of the latest developments in bio-security and general animal welfare.	Application/Interview
Comprehensive knowledge of the Animals (Scientific Procedures) Act 1986 and EU Directive.	Application/Interview
Experience of organising and supervising a small team, including scheduling and time management of duties and activities.	Application/Interview
Skills and abilities	
Excellent communication skills, with the ability to interact and build good working relationships with license holders.	Application/Interview
Good interpersonal skills, and the ability to motivate and support junior colleagues.	Application/Interview
Strong training and presentation skills, with the ability to deliver lectures and workshops relating to Home Office modules and competency training.	Application/Interview
UCL Ways of Working	
<i>Personal Excellence:</i> Committed to providing a responsive and helpful service.	Application/Interview
<i>Working Together:</i> Listening to others and supporting them with compassion.	Application/Interview
<i>Achieving our Mission:</i> Anticipating issues and adjusting approaches when necessary.	Application/Interview
Desirable Criteria <i>(only scored if there is a tie break for shortlisting)</i>	
An understanding of health and safety issues within a working animal unit.	Application
An understanding of disease transfer and bio-security control.	Application

Apply

To apply for this position visit:

ucl.ac.uk/work-at-ucl/search-ucl-jobs

Please complete the online application form and use the supporting statement section to outline your interest in joining SWC and providing examples of how you meet the essential and desirable criteria for the role.

Please share your career break reasons that may not be visible in your supporting documentation.

If you have any queries regarding the application process, please email: swc.hr@ucl.ac.uk

For informal enquiries about the role please contact: e.amaniti@ucl.ac.uk

All candidates will be notified of the outcome of their application.

Probation

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

Working arrangements

The nature of this role is that it is performed on-site for >80% of your working hours using an activity-led approach rather than a strict % baseline.

Annual leave

Annual leave is 27 working days for a full-time member of staff + 6 UCL closure days in addition to 8 Bank Holidays.

Pension

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

Hours of Work

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.

Other benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with some of the greatest intellects in the world, it also offers competitive terms, conditions and benefits to its staff.

As part of the UCL community you can access free

lunch hour lectures, exhibitions and museums and collections. On campus UCL has the Bloomsbury theatre hosting a range of performances and a series of bars, cafes, and other facilities, which UCL staff can use.

In addition to 41 days annual leave (inclusive of public holidays and closure days) and generous pension schemes, UCL provides a number of other staff benefits, including excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, career break 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-benefits/staff-benefits>

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.

About Sainsbury Wellcome Centre

The [Sainsbury Wellcome Centre](#) (SWC) 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 comprises 12 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.

SWC 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. The School has a global reputation for teaching, informed by cutting-edge research. SWC is most closely linked with the Faculties of Brain Science and Life Sciences, and is aligned administratively with Life Sciences. The Faculty of Life Sciences leadership team works closely with the SWC leadership to support and enable their mission and facilitate research excellence.

Further details about UCL can be found at www.ucl.ac.uk.

Professional Services at the Sainsbury Wellcome Centre

SWC has a specialist and experienced professional services team. 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](#) 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.

Accreditations

The Sainsbury Wellcome Centre and Gatsby Computational Neuroscience Unit recently received an Athena Swan Bronze Award. [Find out more about our commitment to promoting gender equality.](#)

SWC recently received full accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International. [Find out more about our commitment to supporting a culture of care.](#)

