



Sainsbury Wellcome Centre

Job Description

Research Operations Manager Neurobiological Research Facility

Department: Sainsbury Wellcome Centre

Grade: 8

Salary: £51,474 - £60,521 per annum inclusive of London Allowance

Hours: 36.5 (Full time – 1.00 FTE)

Reports to: Head of Neurobiological Research Facility

Responsible for: Standards and Licensing 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 experiments, 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

The Research Operations Manager (ROM) is part of the NRF senior leadership team. The postholder will work alongside SWC's Chief Scientific Officer, the Head of the NRF, the Standards and Licensing Manager and Deputy Unit Manager to achieve strategic aims.

The postholder will make decisions relating to the research systems, equipment, people, and processes needed to make the research service function economically, efficiently and effectively.

Together with the Head of the NRF, the ROM is responsible for the management, motivation and development of staff and maintaining a culture of care.

Duties and responsibilities

Research

- To design, manage and conduct independent research projects, with input and feedback from the Laboratory Head and Head of NRF.
- Work closely with the Standards and Licencing manager to administer projects as required.
- Work closely with the Laboratory Animal Research Officer and other NRF members to set up, gather, collect, and analyse data.



- Lead on effectively inducting training and supervising NRF staff members, students and visitors, in order to develop their skills and/or to achieve collaborative scientific goals.
- Maintain NRF equipment, NRF supplies and databases to ensure functions at the correct levels and that all work is carried out in accordance with statutory and UCL regulations as appropriate.
- Write and contribute to the preparation of scientific manuscripts, reports, grants, presentations and records of experimental plans and results.
- Build strong collaborative relationship by communicating results within SWC to keep researchers and other colleagues informed of developments and progress of the projects.
- Deliver lectures and practical demonstrations to NRF and research staff in competency training related to project techniques as well as for all the research projects pertaining to the NRF.

Named Training and Competency Officer (NTCO)

- Serve as the NTCO, arranging and managing the training systems, programmes and records, and licence approval for the circa 110 (with expected growth in excess of this) Personal Licence (PIL) holders in the Centre.
- Deliver training and supervision in animal handling and experimental procedures to NRF staff and other licensees within the establishment.
- Set local standards for training, supervision, competency, 3Rs and continuing professional development which meet national (and EU) expectations.
- Identify training needs and ensure that training, supervision and competence standards are met for animal care staff.

- Accountability for consistent quality of training and competence for all PIL holders; identification and oversight of alternative, specialist assessor to maintain competency in specialist techniques.
- Assurance that all those engaged in Schedule 1 euthanasia have satisfactorily completed appropriate training and are included within the Institute's Humane Killing register.
- Responsible for verifying and confirming that PIL applicant's training details are accurate and for signing off all submitted PIL applications
- Together with the Standards and Licencing Manager ensure the accuracy and up to date status of record systems for all training as is required to meet the Establishment Licence requirements.
- Develop a Continuing Educational Development strategy for all relevant staff including working with the Named Information Officer on keeping staff updated on issues of science, animal welfare, and 3Rs.

Training and Competency

- Conduct competency assessments and training, as required. Guide and train researchers on aseptic surgery techniques together with the designated people.
- Perform administrative tasks, as required.
- Manage/maintain the NRF's training system including scheduling training sessions/assessments based on the SWC's framework.
- Take on other Named Person roles, 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

Applicants should copy and paste the following essential criteria (which are assessed on the application form) into the “Statement in support of your application” and describe underneath each criterion how they meet it, giving examples.

Essential Criteria	Assessment method (Application/ Interview/Practical Test)
Qualifications, experience and knowledge	
Postgraduate degree in neuroscience or a related field, and have submitted the thesis before commencing in post.	Application
National Training and Competency Officer (NTCO) qualification or willingness to do the course.	Application
Proven track-record of research (e.g. publication record) in neuroscience or a related field.	Application
Experience with rodent behavioural training and analysis.	Application/Interview
Experience of building experimental set-ups.	Application/Interview
Experience in surgical methods such as stereotaxic injection, electrode/window/fiber implantation etc.	Application/Interview
Considerable practical knowledge and experience of in vivo experimental procedures and peri- and post-operative care of animals.	Application/Interview
Experience of supervising researchers, students or laboratory staff.	Application/Interview
Conversant with ASPA regulations and other regulatory requirements in a research environment.	Application/Interview
Skills and abilities	
Strong written and oral communication skills, with the ability to present complex information effectively.	Application/Interview
Excellent analytical skills and understanding of statistics.	Application/Interview
Able to prioritise, manage your own time, and multi-task to integrate the demands of a range of different activities and deadlines in parallel.	Application/Interview
Able to work effectively alone, but also contribute and work well as part of a team.	Application/Interview

Works ethically, legally and with integrity.	Application/Interview
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.	Application/Interview
Able and willing to work flexibly to meet the needs of the Centre.	Application/Interview
UCL Ways of Working	
<i>Personal Excellence:</i> Making inclusivity, diversity and (inter) cultural awareness core to actions and decision-making for self and team.	Application/Interview
<i>Working Together:</i> Sharing relevant knowledge and experience.	Application/Interview
<i>Achieving our Mission:</i> Managing multiple projects, leading regular reviews and making changes where necessary.	Application/Interview
Desirable Criteria (<i>Only scored if there is a tie break for shortlisting</i>)	
Computer programming expertise (MATLAB, Python)	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 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.](#)

