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 responsibility for the daily care and maintenance of all mechanical cage wash equipment areas required for the health and cleanliness of research animals and their housing facilities in accordance with established procedures and schedules which adhere to Home Office regulations and AAALAC guidelines.

The post also involves the care and welfare of breeding and experimental mice, including transgenic animals.

The post is funded until 31 October 2025 in the first instance.

Duties and responsibilities

**Cage wash equipment areas:**

Work alongside senior management to manage and oversee the scheduled and the work related but not limited to the cage wash facility including:

- Provides basic cage wash duties including the processing of all caging material through mechanical cage, rack and tunnel washers; oversees cage staging and autoclaving of all caging material and related equipment.

- Ensures adequate staff coverage for all aspects of the cage wash facilities.

- Maintains schedules of cage wash equipment to ensure that adequate caging equipment is appropriately sanitized and according to all departmental Standard Operating Procedures.
• Monitors the operation levels of all cage wash equipment. Trouble shoots equipment failures or decreased productivity of equipment, liaise with the suppliers’ engineers and reports all issues to the NRF Operations Manager immediately.

• Maintains logs for temperature tapes and autoclaves assurance indicators.

• Maintains the consumables inventory and liaise with the NRF Operations Manager for orders.

• Oversees the arrival of all supply inventory to include deliveries of personal protective supplies, chemicals, gases, feed and bedding and animal shipments as well as all other inventory.

• Ensures that all materials are properly decontaminated prior to entering the barrier facility.

• Maintains the ventilated rack schedule and logs to ensure proper sanitization of all racks according to the departmental Standard Operating Procedures and vendor guidelines.

• Ensures proper function of all rack components after sanitization and prior to transferring to animal holding rooms.

• Maintains inventory levels of all caging equipment, carts, cage wash chemicals, bulk bedding, autoclave supplies and rack covers.

• Assists the NRF Operations Manager with scheduling the purchase of new equipment or cage wash supply orders.

• Maintains oversight of the bedding systems including the automatic bedding dispensing unit and bulk bedding supply unit.

• Ensures adequate bedding material and replaces bulk bags as needed.

• Monitors dust collection filters and replace as needed.

• Provide routine maintenance of the vacuum bedding disposal systems.

• Trouble shoots and repairs routine malfunctions.

• Provides routine maintenance on the system and trouble shoots minor issues.

• Report all malfunctions of the system immediately to the NRF Operations Manager.

• Maintains sanitation schedules for all cage wash areas according to the department’s Standard Operating Procedures including feed and bedding storage rooms.

**Animal Unit:**

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:

- 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 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, cooperatively 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.

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

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.

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...
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, 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.