



INSTITUTE FOR ANIMAL HEALTH
PIRBRIGHT LABORATORY

Senior Supervisor Large Animal ISO
POST REF: 07P/0036

JOB DESCRIPTION

The Institute for Animal Health (IAH) is one of five research institutes of the Biotechnology and Biological Sciences Research Council (BBSRC) and is at the forefront of research into animal diseases.

It is based on two sites: **Compton (near Newbury)** and **Pirbright (near Woking)** where this post is based. In total, the Institute employs some 400 staff and, at any one time, is host to up to 50 students and visiting scientists

PURPOSE

To undertake the daily care and welfare of stock / experimental animals of all species housed within the section.

JOB DESCRIPTION

The job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and personal specification may be reviewed on an ongoing basis in accordance with the changing needs of the Human Resources Division and the Institute for Animal Health.

DUTIES AND RESPONSIBILITIES

Managerial, technical and scientific support responsibilities for ongoing work in the section, where animals may be housed in containment facilities to ACGM 1-2, ACDP 1-2 & SAPO 3-4 requirements where applicable.

Overall responsibility for management and training of staff in the Section, including animal husbandry, staff safety and discipline.

To act as NACWO if applicable.

To ensure that all experimental work is recorded and carried out in accordance with the appropriate licences (project and personal) and to assist research workers with experimental design

To hold a personal licence under the Animals (Scientific Procedures) Act 1986 and to be able to carry out procedural work for research groups as required.

Co-ordinate the ordering of all stocks and supplies for the section

To undertake the upkeep of COSHH and Health and Safety regulations as Area Safety Officer, and to ensure that all agricultural machinery and equipment within the section operates efficiently.

To maintain a Quality Assurance system in accordance with current IAH policy

To attend Senior Supervisor and other User meetings as required

The post is a key worker position, where the post holder will be expected to work on the current rota system in operation.

Essential

The Institute is engaged in Research work on a number of virus diseases of live stock, several of which, in particular foot-and-mouth disease, are highly infectious to livestock, therefore compliance with the Disease Security Regulations is an essential requirement of employment.

The Employee must not live on any premises where any cloven hoofed animals are kept, such as cattle, sheep, pigs, goats or deer, and must not visit any premises where such animals are kept within three days of entering the restricted area of the laboratory, or within five days of entering the restricted animal accommodation.

All employees shall actively participate in the IAH-wide quality assurance system in conjunction with the Institute Quality Manager. Employees are also expected to safeguard their own health and safety and security by following IAH policies and all employees are responsible for the Health and Safety and security of staff under their management.

QUALIFICATION AND EXPERIENCE

Essential criteria:

- Appropriate Agricultural qualification or equivalent
- Holder of Home Office Personal Licence
- Named Animal Care Welfare Officer under the Animal (Scientific Procedures) Act 1986.
- Extensive knowledge of the care of large Animals within a research environment.
- Proven management experience of a small group of staff.
- Experience of working in and supervising staff in containment facilities
- Ability to supervise staff members on a daily basis
- Able to operate agricultural machinery and equipment.
- Meticulous attention to detail including the management of section documents, records and Home Office procedural information.
- Ability to work to Health & Safety standards
- Excellent communication skills, verbal and written
- Ability to work part of a team
- Flexible ability to work elsewhere in Animal services if required
- Applicant to live locally

Desirable Criteria:

- Agricultural qualification HND level
- Experience of working in and supervising in facilities containing animals maintained at ACDP 1-3 and ACGM 1-2 categories
- Proficient in the use of Microsoft Office packages
- Experience in quality Assurance systems

ADDITIONAL INFORMATION

For additional information or an informal discussion of how the Institute operates and the challenges which will face the successful candidate please telephone or write to the Institute for Animal Health, Pirbright Laboratory, Ash Road, Pirbright, Woking, Surrey, GU24 0NF (tel.01483 232 441) or email pirbright.hr@bbsrc.ac.uk

BENEFITS OF THE POST

The post is graded at Band C and is an indefinite contract. Starting salary is £21,098 to £23,442 depending on qualifications and experience and up to 10% supervisory allowance plus extra duty allowance. On appointment, you are eligible to join the Research Council's Pension Scheme. You have the choice of either:

- An attractive, index-linked defined benefit pension scheme that currently has a 3.5% member contribution rate. The bulk of the cost of this scheme is met by the employer: or
- A stakeholder pension with a contribution from the employer. Our basic contribution is based on your age, and we pay this regardless of whether you choose to contribute anything. You do not have to contribute if you do not wish to but, if you do, we will also match your contributions up to an additional 3% of pay.

Annual leave is currently 27 days on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurant and free parking. This post currently works 42 hours a week Monday – Saturday, working additional overtime hours on every other Sunday. This post is a key worker position, the successful candidate will need to live locally.

Closing date: 10th March 2010