



INSTITUTE FOR ANIMAL HEALTH
PIRBRIGHT LABORATORY

Biorisk Advisor

POST REF: 09P/0005

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

This is a new post in the Compliance Division, reporting to the IAH Head of Compliance and working closely with the biosecurity team at Pirbright, to provide biosafety/biosecurity advice to the IAH development programme and the new laboratory development planned for the site. The post holder will provide general technical support and assurance to the Project Sponsor, Senior Responsible Owner and Head of Compliance in respect of the IAH development programme and ensure that the facility, equipment and processes are designed and run in a safe and secure way with respect to biorisk management.

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

The post holder will provide biosafety and biosecurity advice to the IAH development programme team to ensure the highest standards of biorisk management are applied to the design, commissioning and validation of the new laboratory planned for the Pirbright site.

The design process should include the identification and review of relevant legislation and codes of practice (including building codes as well as those relating to laboratory biosafety/ laboratory biosecurity) and risk assessments. The requirements identified from these sources should be incorporated into the design plans. The design should be fully documented, including a description of the tests and the standards of acceptance to assure performance. The process should be documented and transparent to provide an assurance that it has been comprehensive and thorough. The design process should also include the identification of and consultation with individuals involved in planning, construction and operation of the facility.

Commissioning will ensure that the facility is constructed and performs as intended. The commissioning process should start at the design phase, at the first stage of science programme definition to assure that the expectations for the build are achievable. The commissioning process should provide the benchmark for acceptable facility operation and the description of the programme to be put in place to maintain that level of performance.

The post holder will:

1. ensure that a formal planning, design and redesign process is adopted for the facility, based upon an assessment of the risk associated with the materials to be used and the activities undertaken.
2. ensure that throughout the design, all relevant legislative requirements are identified and incorporated, together with information from recognised standards, guidelines, industry good practice and facility specific risk assessments
3. ensure that the design process identifies and consults with all relevant parties associated with the facility and its operation
4. ensure that all design features, construction techniques, materials and equipment selected are documented in line with the need to provide sufficiently specific and detailed instruction and information on the design specification
5. ensure that a peer review process involving independent, competent third parties is conducted to ensure the design specification is in line with accepted good practice, incorporates features capable of providing assurance for control of biological agents and toxins and ensures relevant legislative requirements and standards and risk assessment findings have been incorporated into the design
6. ensure that there is a formal process for initial commissioning of the new facility and the decommissioning of existing ones.
7. ensure that a commissioning plan is developed in detail in parallel with the physical concept to assure that the expectations for the building are measurable.
8. ensure that the commissioning plan identifies all steps required before the operation of the facility is commenced.
9. ensure that documented procedures are established and maintained to ensure that equipment and elements of the physical plant that may impact on biorisk are identified, purchased, maintained, calibrated, certified or validated in a manner consistent with the intent and requirements of the biorisk management programme.
10. ensure that measures are set in place to minimise the potential release or removal of biological agents from the facility due to a breach in biosecurity
11. ensure that all changes associated with the design, operation and maintenance of the facility are subject to a defined and documented change management process
12. ensure that in the event of an emergency contingency measures are in place to ensure the safety and security of continued operations
13. ensure that records, documents and data established throughout the design, commissioning and validation of the new development are controlled and maintained, readily identifiable and retrievable.
14. actively participate in the IAH-wide quality assurance system in conjunction with the Institute Quality Manager.

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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:

- A occupational health and safety or engineering qualification or equivalent experience or a higher qualification in a biologically related subject and subsequent experience of using this qualification in an engineering or relevant management position
- Able to demonstrate a sound understanding of the challenges involved in management of complex facilities including engineering and maintenance functions
- Proven ability and track record in preparation of complex technical documents
- Ability to prepare documentation in support of complex user requirements in an accurate and timely way
- Must have experience in word, excel, email and internet packages
- Ability to communicate effectively at all levels in writing and verbally
- Strong team working capabilities
- Ability to Prioritise
- Ability to summarise/précis complex technical issues for non technical readers

Desirable:

- Engineering and maintenance experience within a laboratory or biocontainment facility
- Experience of preparing output specifications, validation and commissioning strategies
- Experience of participating in risk and value management workshops, user briefing and gateway reviews
- Previous experience of preparing user requirements documentation for complex construction projects
- Proficiency in MSproject, Visio, Access, Powerpoint
- Engineering qualification or equivalent experience
- Professional membership
- User consultation skills

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 siobhan.mcculloch@bbsrc.ac.uk or shelley.fox@bbsrc.ac.uk

BENEFITS OF THE POST

The post is graded at Band F and is an indefinite contract. Starting salary is £42,769 to £47,521 depending on qualifications and experience. 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 27 days on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care/nursery schemes, staff restaurants and free parking. Staff work a 37 hour week, Monday to Friday.

Closing date: 20th November 2009