



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

University Veterinary Officer, Secretariat



Salary: Grade 10 (£61,818– £75,986 p.a. Discretionary £78,260 - £83,018 p.a depending on experience)

Reference: CSSEC1031

We will consider job share and flexible working arrangements

University Veterinary Officer Secretariat

Are you keen to fulfil the role of Named Veterinary Surgeon for one of the best Universities in the UK? Do you have experience in a Clinical Veterinary setting and of animal-based scientific/medical research? Do you have knowledge of UK legislation governing the use of animals in research within the UK?

The University of Leeds is one of the top 100 universities in the world. We have a truly global community, with more than 39,000 students from 170 different countries and over 9,000 staff of 100 different nationalities. Established in 1904, we have a strong tradition of academic excellence, reflected in first-class student education, along with world-leading research that has a real impact around the globe.

You will fulfil the role of Named Veterinary Surgeon (NVS) and monitor systems and practices, and provide advice such that the health, welfare and treatment of animals used in the University's research is of the highest standard. You will ensure high ethical standards are adhered to by researchers and that the University is in full compliance with UK legislation governing the use of animals in research (Animal Scientific Procedures Act 1986 as amended).

A significant amount of the University's research grant funding involves the use of animals, you will play a critical role in preserving this and the integrity of the University and the sector's use of animals in research and the effective support to the researchers in delivering this.

The use of animals in research is a sensitive issue, which engenders public debate and concern.

What does the role entail?

As a University Veterinary Officer, your main duties and responsibilities would be:

- Liaising with, advise and support University research staff who hold Home Office licenses to conduct research involving the use of animals, to facilitate and assist in the preparation of licences applications and amendments to the Home Office, to ensure best practice with respect to animal health and welfare,



and to provide information on new and existing legislation governing the use of animals in research;

- Advising and supporting animal unit managers and Named Animal Care and Welfare Officers to ensure that all animal units (including staffing, Codes of Practice, building fabric and record-keeping) are in compliance with University policies and the requirements of the Home Office under ASPA and related Codes and Guidance;
- Advising and supporting the Establishment Licence Holder (ELH) in all relevant aspects of the use of animals in research programme at the University, to enable her to fulfil the University's ELH responsibilities under the Animals (Scientific Procedures) Act (ASPA);
- Managing , developing and ensuring delivery of an effective veterinary service, such that the breeding, health and welfare of research animals is protected and expert advice on animal health, selection of models, end points and preparation of project licences is available to all animal users;
- Line manager to veterinary-related staff and administrative officers;
- To be a member of, and to support and develop the Animal Welfare and Ethical Review Body (AWERB), ensuring that policies and guidelines relevant to the "3Rs" (Reduction, Refinement, Replacement) and environmental enrichment are developed and in line with AWERB requirements under ASPA;
- Maintaining a close working relationship with the Animal Science Regulation Unit (ASRU) and Home Office Inspectors such that any issues and recommendations identified are addressed and that appropriate advice is offered to the Establishment Licence Holder and project and personal licence holders;
- Developing and oversee the organisation of training events for licence holders, including regular (triannual) courses for licence applicants, refresher training courses, competency assessments and workshops and seminars;
- Overseeing the development and maintenance of central information systems such that records of licence holders, licensee training, animal facilities and numbers of animals used are available and accurate;
- Liaising with senior staff in Estates and Buildings, Health and Safety, Security and Communications and Engagement on relevant issues concerning the housing and use of animals in research.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a University Veterinary Officer, you will have:

- Member of the Royal College of Veterinary Surgeons (or eligible);
- Clinical Veterinary Experience;
- Training and experience in animal-based scientific/medical research;
- Knowledge of the UK legislation governing the use of animals in research within the UK.

Key Attributes

- Interpersonal skills with the ability to communicate with people at all levels;
- Highly motivated and able to show initiative and work independently.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Syed Khawar Abbas, Veterinary Officer

Email: S.K.Abbas@leeds.ac.uk Or

Ms Jennifer Sewel, University Secretary

Email: J.A.Sewel@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University, flexible working and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equality of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

