



THE POST

Faculty/Service: Technical Services <http://www.exeter.ac.uk/departments/technicalservices/>

Post: Animal Technician

Grade: Grade C

Reference: P87463

Reporting To: BRF Facility Manager/ NACWO

Job Description

The University of Exeter wishes to recruit a full-time Animal Technician to work with academic and technical staff in the University's Biological Research Facilities (BRF) within Technical Services. The post is one of several rodent and aquatic technicians in the BRF facilities, but will be expected to work in the Quarantine facilities of both the BSU (Rodent) and Aquatic (Zebrafish) facilities. The post is available on the Streatham Campus immediately on a permanent basis.

The post is primarily to undertake the care and welfare aspects of all animals held in the animal facilities, and to support service users carrying out their research. The role holder will also carry out ancillary duties and lab support tasks to support the facilities.

Adherence to biosecurity will be a key responsibility, as the role holder will be expected to care for mice and zebrafish in the critical Quarantine facilities, without risking cross transmission of pathogens to the main rodent and zebrafish facilities.

Main purpose of the job:

An essential member of the BRF team, the post holder will be part of a team, supporting the day-to-day operations of the University's animal facilities. The role holder will be responsible for small but critical areas of the facilities, as well as for cleaning and processing and sterilising equipment and consumables into the facility, dealing with deliveries and keeping the store stocked and organised. This will all contribute to the running of the busy animal facilities, to support the operational needs of a multitude of research projects for the University.

Further information on the University's research and Policy on the Use of Animals in Research can be found at <http://www.exeter.ac.uk/research/inspiring/ourresearchstrategy/animals/>.

Key responsibilities:

- Cleaning, feeding and watering of animals; cage side assessments and daily health checks.
- Record keeping of environmental conditions of the animal facilities.
- To maintain accurate record keeping both written and using specific animal management software.
- Husbandry and care of stock and study animals and maintenance of breeding colonies.
- Contribute towards the maintenance of wildtype, mutant and transgenic zebrafish lines.
- Ensuring facilities are well stocked, ensuring consumables and equipment is clean and maintained.
- Perform bottle / cage/ tank washing / preparing clean laundry and working with other team members to ensure facilities are running well.
- Assisting with site deliveries / general housekeeping/ deep cleaning of facilities and associated spaces / stock taking and appropriate storage of consumables and equipment.

- Maintaining a tidy and well organised working environment in accordance with H&S, biosecurity and regulatory guidelines.
- Undergo training to understand ASPA (Animal Scientific Procedures Act) and adhere to this framework when working in the animal units.
- Be willing to hold a Home Office Personal Licence (if required and after training).
- Handling of animal deliveries both internal transfers and external deliveries.
- Assist with keeping accurate records of equipment and plant service requirements and liaising with professional services for fixing faults.
- Meticulous record keeping, such as animal, equipment, safety and laboratory records both on paper and data base systems as directed
- Perform excellent house-keeping, storage and equipment maintenance.
- Adhere with H&S regulations and assist in H&S management under direction of the Lab Manager(s).
- Maintain an active and up to date training record.
- Participate in the out of hour's rota (to cover weekends, minimum service days and bank holidays as required) and be part of the on call rota for emergencies.
- Maintain facility security both with respect to staff and animals.
- Support the research of staff, PhD and project students and others working with them as directed.

Main Duties and accountabilities

Service Delivery (Research Support)

- Expected to deal with internal or external stakeholders creating a positive image of Technical Services by being prompt in responding to requests and referring the user to the right person if necessary. They will adhere to the overall standards of the service including H&S, compliance and regulatory standards.
- Provide regular and routine introductions – demonstrating the use of BSU facilities and equipment to staff, students and visitors.
- Tuned into the needs of service users and is able to supply appropriately pre-scripted information when required.
- Provide daily assistance to team members with guidance from senior team members.
- Provide assistance to technical services colleagues with the preparation and provision of resources, and equipment, to service users.
- Work alongside other technicians to operate fairly straightforward equipment, including stripping it down and carrying out basic maintenance tasks.

Communications

- Receive, understand and convey information in a clear and accurate manner - oral, written, electronic and visual media.
- Liaising with other animal technicians, and other members of the biological services team to ensure efficient working practice.
- Maintaining the security and biosecurity of the animal units and reporting any breaches to senior staff.

Teamwork and motivation

- Required to participate and contribute to the team.
- Attend weekly team meetings.

Liaison and Networking

- Build and develop on-going relationships to ensure effective communications and effective working.
- Be a member of cross-functional or technical service-wide working teams or groups where the main purpose is to share information.

Decision making, Planning and Organising Resources

- Work to a set pattern, carrying out routine tasks and to work from a set of instruction, making decisions that affect themselves and their immediate team.
- Plan, prioritise and organise their own work to achieve agreed objectives.
- Learn and adhere to organisational policy within own area of work as advised by more senior team members.
- Maintain a training record.

Initiative and Problem Solving.

- Solve standard day-to-day problems as they arise.
- Recognise when a problem should be referred to senior technicians or management.

Analysis and Research

- Record basic facts in a clear and methodical manner, carrying out mathematical operations in order to sort data for others.
- Take accurate readings from tools and instruments, such as animal weighing, genotyping.
- Collect samples in a calm methodical manner, ensuring correct labelling and distribution to service users.
- Ensure all records are kept up to date for animal breeding, genotyping, sexing and movements. This could be either through paper records, animal management data bases or excel spreadsheets.
Perform any required Home Office administration as required (cage labelling, accurate and detailed record keeping).

Sensory and Physical Demands

- Routine handling of rodents and zebrafish, using competent techniques to ensure animal welfare and safe handling technique. Including capture and restraint for procedures.
- Routinely demonstrate dexterity, co-ordination using materials, tools, equipment and machinery in accordance with their work.
- Use their physical and sensory abilities and skills to perform complex tasks at a level which would require either knowledge of relevant methods or routines.

Working Environment

- Work in an environment where they will be required to show due care and diligence for the health and safety of themselves and others.
- Required to wear PPE in all animal facilities, usually a full clothes changes into scrubs, overshoes, hair net, masks and gloves. Actively contribute to continuous improvement strategies.
- Implement, adhere to and promote relevant Work Health and Safety policies/guidelines, University Environmental Sustainability and waste management guidelines/policy and carry out any responsibilities outlined in Safety Management Plans and H&S audit recommendations.
- Dispose of waste through the relevant waste streams.

Pastoral Care and Welfare

- Expected to show sensitivity to those who may need help or, in extreme circumstances are showing signs of obvious distress – initiating appropriate action by involving relevant people.
- Encourage and promote behaviour consistent with University's values and standards, equality and diversity standards and guidance, and create a positive working environment.

Personal and Team Development

- Proactive personal and professional development including completion of mandatory training, skills courses and specialist training.
- Keep up-to-date technically and apply new knowledge.
- Undertake required training before being able to operate more complex pieces of equipment or machinery.
- Be willing work under the Animal Scientific Procedures Act and to hold a Home Office Personal Licence (if required).

Knowledge and Experience

- Aware of basic principles and practices of H&S, biosecurity, security and animal care.
- Have an understanding of the systems and procedures which directly impact on their own work and be supervised or work closely with colleagues they can turn to for support.
- Adhere to BSU and ARC SOPs and policies.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. There is a clear expectation that the post-holder will support other areas of Technical Services and will undertake other duties of similar level and responsibility.

Person Specification

Essential	Desirable
Attainments/ Qualifications	
NQF level 3 (i.e. AS and A level, Advanced Extension Award, Cambridge International award, International Baccalaureate, Key Skills level 3, NVQ level 3, Advanced diploma, Progression diploma BTEC award, certificate and diploma level 3, BTEC National, OCR National, Cambridge National) in a relevant science, technical or research subject or relevant qualification.	IAT Level 2 First Aid Course Qualification Professional registration or willingness to work towards registration with a relevant professional body
Skills and Understanding	
An understanding of, and commitment to, animal care and welfare Willingness to undertake training under the Animal Scientific Procedures Act and to obtain a personal licence Excellent written and verbal communication skills Proficiency in MS Word and Excel. Willingness to do routine and repetitive work	Well organised with excellent administrative skills Experienced in working to and adhering to relevant SOPs/procedures efficiently and effectively.
Prior Experience	

Experience of routine work Experience of animal care	Experience of working in an experimental animal facility Experience of working in a University
Behavioural Characteristics	
Dependable, punctual and reliable. Helpful, cooperative and sensitive to the needs and feelings of others Ability to prioritise work to meet set deadlines. Willingness to work as part of a team. Flexibility to work outside normal hours as required i.e. weekend duties, Christmas rota Flexible and able to adapt to change. Friendly and approachable Ability to work independently and as part of a team	
Other requirements relevant to this role	
Able to perform physical tasks such as handling bedding, feed sacks, cages, tanks etc To be of manual dexterity to handle and restrain small animals and perform detailed tasks with care. Ability to travel to all campuses of the University in Devon and Cornwall and out of area for CPD purposes	