Senior Technician (Biological Research Facility)
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

Supported by
Contents

Job Description ............................................................................................................................................. 3
  About the Sainsbury Wellcome Centre .................................................................................................. 3
  Background, Mission and Research Environment .................................................................................. 3
  Sainsbury Wellcome Centre Scientific and Administrative Support ..................................................... 4
  The Role of the Senior Technician ........................................................................................................... 4
  Main Duties and Responsibilities ............................................................................................................ 5
Selection Criteria .......................................................................................................................................... 6
How to Apply ............................................................................................................................................... 7
Terms of Employment .................................................................................................................................. 8
JOB DESCRIPTION

Vacancy Reference: 1723836

Job Title: Senior Technician (Biological Research Facility)

Department: Sainsbury Wellcome Centre

Salary: £34,635 - £41,864 per annum inclusive of London Allowance; starting salary will be based on skills, knowledge, experience and achievement to date.

Grade: 7

Hours: 36.5 per week (full-time, 1.00 FTE)

Reports to: Biological Research Facility (BRF) Manager

About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing 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 and test experimentally tractable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment through its provision of state-of-the-art research laboratories, cutting-edge scientific equipment, and technologically advanced prototyping and fabrication laboratories. Neuroscientists working in the Centre will use the latest advanced molecular and cellular biology, imaging, electrophysiology and behavioural techniques. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

As well as providing an award-winning work environment, the Centre 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. Further information can be found online: http://www.ucl.ac.uk/hr/benefits/employee_benefits.php.

Background, Mission and Research Environment

Neuroscience is entering a new and exciting period in which it will be possible to decipher the neural codes underlying perception, cognition and action. The Sainsbury Wellcome Centre for Neural Circuits and Behaviour is positioned at the heart of this development.

The Centre, located within University College London (UCL) and close to its main campus in central London, fosters a culture of bold, innovative research and collaboration. Experimental groups will have the benefit of interacting with the Gatsby Computational Neuroscience Unit located within the Centre, facilitating collaborations in data analysis, computational modelling and theory.

SWC staff will interface closely with academic staff within the Faculties of Life Sciences and Brain Sciences and be part of the UCL Neuroscience Domain which brings together over 450 principal investigators and offers extensive opportunities for interaction and collaboration. The Centre will offer additional opportunities
for collaboration, networking and intellectual stimulation through its visitor programme, regular seminar series and the hosting of world-class scientific conferences and workshops.

The Centre will provide extensive conceptual and methodological bridges between areas of existing neuroscience strength at UCL, from which existing strengths it will directly benefit. Existing work at UCL is closely interwoven via the cross-cutting themes of development, behaviour and plasticity, and with creation and use of transgenic models. A strong culture of close interaction between experimental and theoretical approaches will be a thread running through the Centre, tying together complex phenomena at different levels of description, by linking informational and computational concepts to their circuit and cellular counterparts, all in relation to model behaviours.

Further details about the Sainsbury Wellcome Centre can be found at www.ucl.ac.uk/swc.

Further details about UCL can be found at www.ucl.ac.uk.

**Sainsbury Wellcome Centre Scientific and Administrative Support**

The Centre and its staff are provided with significant administrative, technical and scientific support, including a Centre Manager responsible for overseeing local management of staff responsible for estates, health and safety, IT, finance, HR, research and student administration, and ensuring compliance with UCL policies and statutory requirements.

In addition, there are dedicated managers for the Centre’s scientific support services, including for its state-of-the-art prototype and fabrication laboratories, animal facilities and high-end computing facilities, and on-site managers responsible for the building, its maintenance, facilities and services.

**The Role of the Senior Technician**

The Centre is looking to recruit a Senior Technician to oversee and be responsible for the transgenic mouse breeding programmes within SWC. The role requires a full understanding of the experiment requirements of SWC research groups and the ability to work collaboratively with scientists to ensure that they are fully trained and inducted.

The post-holder will also support the BRF Manager in the supervision of staff including allocation of work, managing rotas and team motivation.

This post is funded until 31 July 2019 in the first instance.
Main Duties and Responsibilities

Core Duties

Oversee transgenic mouse breeding programmes and in-house breeding in discussion with Project License Holders and Licensees:

- Be fully conversant with the project licenses in use, including severity conditions, adverse effects and humane endpoints.
- Understanding and implementation of training related to project techniques for both BRF staff and researchers.

Organise and oversee staff within the animal facility:

- Contribute to the development and implementation of standard opening procedures for the facility.
- Report to the BRF Manager on Health & Safety within the facility.
- Work with the BRF Manager/Deputy Manager to establish work schedules and assignments for a team of up to 10 technicians according to workload, space and equipment availability.
- Maintain an up-to-date awareness of the standards of husbandry and welfare set out in the Home Office ‘Code of Practice’ and take steps to ensure that they are met, including reporting on environmental conditions in the rooms in which animals are held.
- When necessary, covering the absence of the BRF Manager/Deputy Manager by verifying and authorising invoice payments and maintaining filing systems for all orders and invoices for animals and consumables purchased.
- Use UCL’s financial system to oversee and place orders and manage receipting.

Training and course delivery:

- Assist the SWC Named Training and Competency Officer with staff induction and development by helping to ensure that BRF and research staff are trained to an appropriate standard of care including animal handling, breeding and record keeping using a computerised system.
- Assist with competency training related to project techniques for both BRF staff and researchers.

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. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience you need to have in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

<table>
<thead>
<tr>
<th>Knowledge, experience and achievement</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<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></td>
<td>X</td>
</tr>
<tr>
<td>Comprehensive knowledge of the Animals (Scientific Procedures) Act 1986 and EU Directive.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Knowledge of the latest developments in bio-security, transgenic breeding and general animal welfare.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Experience of supervising and directing the work of a group of staff.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>An understanding of the risks and how to mitigate disease transfer, bio-security and control.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Experience of verbal and written communications with licence holders.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Experience of safety issues within an animal facility.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Experience in anaesthetics and small animal surgery.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Previous experience with import and purchases.</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Skills**

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent communication skills.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Good people management and supervision skills and the ability to help organise and manage work rotas.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ability to deliver lectures and workshops relating to Home Office modules and competency training.</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Other Requirements**

<table>
<thead>
<tr>
<th>Other Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Office personal licence holder with extensive knowledge and experience of procedures.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Institute of Animal Technology (IAT) membership or equivalent.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>A commitment to your own continuous professional development and the ability to remain conversant with developments in transgenic technology, breeding and animal welfare.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Able and willing to work flexibly to meet the needs of the Centre.</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the application form, and use the supporting statement section to outline how you meet the criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.
**Pre-employment Checks**
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

**Salary**
Starting salary will be on the Grade 7 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

**Pension**
Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

**Conditions of Service**
Conditions of Service for Research, Teaching and Professional Services Staff can be found at: https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff.

**Probation**
Appointments are subject to a probationary period of 9 months.

**Hours of Work and Overtime**
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.

Pre-agreed overtime will be offered as equivalent time off in lieu.

**Annual Leave**
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

**Location**
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

**Equal Opportunities**
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL’s policy; the full equality policy statement is available online: https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf.

SWC is currently working towards an Athena SWAN award.