Transgenic Colony Coordinator (Biological Research Facility)
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL
JOB DESCRIPTION

**Vacancy Reference:** 1748842

**Job Title:** Transgenic Colony Coordinator

**Department:** Sainsbury Wellcome Centre

**Salary:** £35,328 - £42,701 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. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at [www.ucl.ac.uk/swc](http://www.ucl.ac.uk/swc).

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk).

---

**Professional Services at the Sainsbury Wellcome Centre**

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

The SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team ([http://www.ucl.ac.uk/hr/od/](http://www.ucl.ac.uk/hr/od/)), who run a wide range of training programmes for all staff types and grades.

The SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also 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](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php).
The Role of the Transgenic Colony Coordinator

The Centre is looking to recruit a Transgenic Colony Coordinator 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 rota 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:

- Support the efficient implementation of the BRF centralised breeding project licence with achievement of the anticipated welfare benefits.
- Be familiar with the research group project licences in use, including severity conditions, adverse effects and humane endpoints.

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.
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 required 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>X</td>
<td></td>
</tr>
<tr>
<td>Knowledge of the latest developments in bio-security, transgenic breeding and general animal welfare.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience of supervising and directing the work of a group of staff.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>An understanding of the risks and how to mitigate disease transfer, bio-security and control.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience of verbal and written communications with licence holders.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience of safety issues within an animal facility.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Experience in anaesthetics and small animal surgery.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Previous experience with import and purchases.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

<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>X</td>
<td></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>X</td>
<td></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:

SWC is currently working towards an Athena SWAN award.