

BSU Facility Manager - VACANCY

Theatres

We are excited to recruit a BSU Facility Manager, on a full-time basis. You will be joining the BSU at The Griffin Institute located in Northwick Park and Saint Mark's Hospitals in Harrow, North London. The right candidate will be highly skilled, self-motivated and a great communicator with a passion to guide and develop the current team.

As a BSU Facility Manager you will manage the Biological Services Unit (BSU) to ensure the highest standards of laboratory animal welfare, within the appropriate legal framework (e.g. Animals (Scientific Procedures) Act, 1986 and Directive 2010/63/EU). To ensure that animals and facilities are available, as required and where practicable, to research users and trainees.

The post holder will be able to demonstrate a sound knowledge and understanding of current Health and Safety legislation and apply this to the workplace and staff. They will set high standards and maintain responsibility that these are adhered to, whilst strategically planning for the future requirements and growth.

Role & Responsibilities:

- To provide day-to-day management of the BSU including responsibility of staff/facility researchers, ensuring legal compliance and best practice.
- To provide expert advice and prepare the necessary animals for research and training, for the pre-surgery and post-surgery periods.
- Ensure facilities are maintained within the confines of the relevant legislation and budgetary constraints.
- To act as the Named Person Responsible for Animal Care and Welfare, demonstrating a full and up to date working knowledge of ASPA (Amended). To apply aspects of the 3R's to good laboratory animal practices including care and welfare and to be able to advise licensees on the management of their studies and scientific programs of work
- Holder of Home Office personal licence allowing researchers both internal and external to the facility to have work carried out on their behalf as a service.
- Provide the lead on all aspects of research conducted in the BSU to all staff from both within and outside the facility. Must foster strong customer focus and relationships throughout the team, ensuring:
 - The facilities are maintained at a high standard to meet customer needs and meeting Home Office guidelines.
 - Work is conducted as efficiently as possible, with animal welfare being a major consideration.
 - Strict management of biosecurity
- Liaise with Biological Services' customers to allow for the undertaking and planning of current and future workloads.
- To liaise with users to plan experimental programmes to ensure requirements are met, including organisation and allocation of staff to ensure the work is conducted efficiently and effectively.
- To advise and assist users of the facilities in planning of their work and projects involving laboratory animals – offering advice and promoting 'best practice' in all aspects of the work.
- To ensure the provision of appropriate equipment within the facility including sourcing and purchasing
- Maintain an awareness of changes in the law and their likely impact on the facility and its service provision.
- To participate in delivery of training in the following ways:
 - Provide induction for new staff and users into the facility – and refreshers, where necessary.
 - Delivery of training, as necessary, in line with Biological Services' policies in meeting the needs of A(SP)A.
 - Delivery of 'competency' courses for experimental techniques; includes ensuring all BSU users are regularly examined and certificated to show competency for the work they are required to conduct.
 - Delivery of Home Office personal licence courses to internal and external clients
 - Maintenance of training and competency records for staff and facility users, as required.
 - Work with the theatre and project managers, attending Managers Meetings, and other meetings, where appropriate. To take part in joint Biological Services activities, ensuring that the facility operates to the policies and ethos of the Griffin Institute, and to provide space and facilities for users from other facilities where agreed with the Director of Science.
 - To build and run the PIL courses
- Costing all purchases made by researchers and/or tenants for animals, facility charges and related consumables. Recharging as necessary for cost recovery.

- Verifying and authorising invoice payments and maintaining filing systems for all orders and invoices for animals and consumables purchased.

Resources Theatre Manager

This is a shared post with the Technical Theatre Manager.

- Line manager of junior theatre technicians and responsible for setting the training plan and training schedule
- Manage the day-to-day resourcing of the junior theatre technicians.
- Ensure that the theatres are adequately stocked with standard consumables in order to function on a daily basis.
- Ensure theatres are ready in advance of being used and cleaned down to a high standard as expected.
- Study specific consumables, specialist equipment to be organized in conjunction with the Technical Theatre Manager.

Essential Qualifications required:

- NACWO experience or be NACWO trained as a minimum
- Holder of have been a holder of a Home Office personal license
- Good knowledge of the Animal Scientific Procedures Act 1986 and EU Directive
- Experience with Home Office project licenses and the Ethical Review Process
- Experience of substance administration and sample collection in rodents
- IAT MIAT qualification or equivalent
- Minimum of 3 GCSEs at grade C or above in maths and English
- Experienced with Microsoft packages

Salary: £40,000 - £45,000 per annum

Closing Date: 21ST April 2021

If you would like to apply, please send a covering letter and your CV to s.maragh@griffininstitute.org.uk