



**School of Health and Medical Sciences**

**City St George's, University of London**

**Research Operations**

**Head of Zebrafish Unit (Maternity Cover)**

**Ref: 574-25**

**JOB DESCRIPTION**

<b>Post Title</b>	Head of Zebrafish Unit
<b>Grade</b>	CSG 7
<b>Contract type</b>	15 months fixed term (Maternity Cover) Should the substantive postholder wish to return to work at an earlier date then you will be provided with at least 8 weeks' notice.
<b>Responsible to</b>	Director of Research Operations
<b>Responsible for</b>	BRF Technical staff
<b>Liaises with</b>	Internal and external research staff, contractors or suppliers. Home Office Inspectorate, Named Persons under ASPA and representatives of statutory bodies such as the Health and Safety Executive, Department of Environment, Food and Rural Affairs

**Overall purpose of job**

Operational management and strategic leadership of the Zebrafish Unit (and any new animal units), ensuring its efficient functioning to support vital research and teaching initiatives.

Delivering required services to research and teaching staff, promoting a culture of care and ensuring compliance with all aspects of the relevant legislation (Animals (Scientific Procedures) Act, Health and Safety, etc.).

Providing advice as necessary to persons holding the Named Roles, Personal (PIL) and Project (PPL) Licence holders, other users, and persons requiring access for maintenance etc.



Holding the following roles under the Animals (Scientific Procedures) Act; Named Animal Care and Welfare Officer (NACWO), Named Training and Competency Officer (NTCO), Named Information Officer (NIO) and Home Office Liaison Contact (HOLC) for the establishment.

Day to day financial management of the Unit.

Regulating user access and providing user training for approved persons.

### **Main Duties and Responsibilities**

Having an in depth understanding of the Animals (Scientific Procedures) Act 1986, remaining up to date on any changes in the legislation and Home Office procedures and requirements.

Keeping abreast of developments in the relevant scientific literature and attending scientific meetings/seminars and workshops as required, to ensure that the Unit functions according to current best practice.

Maintaining accurate written and/or electronic records and databases on behalf of Unit, including:

- All records required by the Animals (Scientific Procedures) Act 1986
- Animal Welfare Ethical Review Body (AWERB) agenda and minutes
- Records relating to PIL and PPL applications and review
- Breeding data
- Records of purchases, income and expenditure
- All documentation required under the Health and Safety legislation including Risk Assessment records.

Maintaining a close working relationship with the Home Office Inspectorate and assisting with Home Office visits/audits.

Ensuring that anyone having contact with animals within the Unit, or whose activities may impact on the welfare of animals within the Unit, are suitably informed, supervised and trained, and that those carrying out procedures have the required and current training and competency records.

Having in-depth knowledge of all current project licences and their protocols and ensuring that work carried out within the Unit complies with both the law and current best practice.

Providing cover if needed in routine animal husbandry duties and taking an active role in research projects in certain circumstances.

Advising and assisting users who are applying for licences or making amendments to existing licences, to ensure that their intended work can be supported by the Unit, that they understand the process, are aware of the legal requirements, and are able to complete and submit the documentation correctly.

Be an active member of the Animal Welfare and Ethical Review Body and other relevant University Committees.



Coordinating with the FOI Officer to address Freedom of Information requests concerning animal research.

#### Management Responsibilities:

Reviewing and revising policy, processes and standards, ensuring there is consistency and legal compliance for all operational activities.

Conducting Facility Tours for visitors and induction programmes for various categories of new staff, researchers, students, and contractors, who require approved access to the Unit, maintaining a register of inductions carried out.

Line managing the Unit's Technical Staff, ensuring regular 1-2-1 meetings and group meetings take place, supervising and authorising absences, conducting personal development reviews, monitoring performance and overseeing career development and training, particularly in relation to animal husbandry, unit function and experimental procedures.

Advising researchers on animal handling techniques and basic experimental procedures as and when required.

Taking an active role in upholding the Concordat on Openness on Animal Research.

Preparing monthly livestock and maintenance charges for all internal and external users, ensuring invoices are raised against appropriate budget codes and purchase orders.

Preparing project costings for researchers when required.

Playing a key role in implementing ongoing business plans.

Ensuring compliance to the Equality Act, Health and Safety, Data Protection, Freedom of Information, and other policy and legal requirements

Complying with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate.

Taking personal responsibility for all personal data within own working environment.

Some of the work outlined above may be shared or delegated, and some duties will expand to include new facilities and species.

It is expected that staff working with City St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide



opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

City St George's School of Health & Medical Sciences, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

### **Nature and Scope of Job**

This represents a fantastic opportunity for a senior technician looking to progress into Facility Management in the Higher Education sector.

Applicants will be expected to demonstrate experience and expertise in the breeding and maintenance of zebrafish for research purposes under UK legislation, including knowledge of the legal requirements surrounding Home Office Licences, animal care and welfare, training and competency, and record keeping. They will need to demonstrate prior experience of management.

The post-holder will work closely with the Director of Research Operations and other staff in the Research Operations Directorate, and staff in Research Departments and Institutes.

### **Special Factors**

The post holder will be expected to work outside of normal working hours, during weekends and bank holidays, as and if it is required. The post holder will be required to perform a level of physical exertion such as moving equipment, alone or with others. Unless already holding relevant qualification(s), the post holder will be encouraged to undertake management training courses.



### Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
<b>Qualifications</b>	<i>Qualification in Animal Technology to MIAT/ level 3 or equivalent</i>	E	<b>SS1, AF</b>
	<i>Registered Animal Technologist (RAnTech) or equivalent level of experience</i>	D	AF
	<i>Personal licensee under the Animals (Scientific Procedures) Act 1986</i>	E	<b>SS2</b>
<b>Experience</b>	<i>Significant experience of working in a biological research unit</i>	E	<b>SS3, INT</b>
	<i>Experience of zebrafish husbandry, handling, anaesthesia, euthanasia, etc.</i>	E	INT
	<i>Supervisory Management skills</i>	E	INT
	<i>Use of data bases and record keeping</i>	E	INT
	<i>Budget management and project costings</i>	D	INT
<b>Knowledge/ Skills</b>	<i>In depth knowledge of Animals (Scientific Procedures) Act 1986</i>	E	<b>SS4, INT</b>
	<i>Knowledge of Health &amp; Safety legislation</i>	E	INT
	<i>Knowledge of current best practice in zebrafish breeding and husbandry, handling, anaesthesia, euthanasia, removal of body fluids, etc.</i>	E	<b>SS5, INT</b>
	<i>Commitment to the Concordat on openness in animal research</i>	E	INT
<b>Personal Attributes</b>	<i>Enjoy working with animals, committed to providing highest standards of care</i>	E	INT
	<i>Commitment to a career in animal technology</i>	E	INT



	<i>Punctuality and regular attendance at work, attention to detail</i>	E	INT
	<i>Excellent communication skills</i>	E	INT
	<i>Flexible attitude to work</i>	E	INT
	<i>Ability to train and supervise staff</i>	E	INT
	<i>Committed to Continuing Professional Development (CPD)</i>	E	INT

**Key:**

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,  
 SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

*Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.*

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

**Updated July 2025**



## About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4\* (40%) and 'internationally excellent' 3\* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

**Salary:** £51,039 pa, (pro-rated for part-time staff). The salary range for **CSG 7** is £51,039– £52,566 and appointment is usually made at the minimum point.

**Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

**Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

**Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

**Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

**Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

**Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

**Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



**Shops and facilities** There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

### **Informal enquiries**

Informal enquiries may be made via email to: [apoliand@sgul.ac.uk](mailto:apoliand@sgul.ac.uk)

### **Making an application**

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)

Closing date: 25<sup>th</sup> July 2025

**Interview date TBC.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **574-25**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

