



Medical Sciences Division  
**BIOMEDICAL  
 SERVICES**

# Job Description

## Summary

<b>Job title</b>	Technician
<b>Division</b>	Medical Sciences
<b>Department</b>	Biomedical Services, Wellcome Trust
<b>Location</b>	Old Road Campus, Roosevelt Dr, Headington, Oxford OX3 7BN
<b>Grade and salary</b>	Grade 3 £26,948 - £27,838 p.a
<b>Hours</b>	Full Time (36.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Facility Manager
<b>Vacancy reference</b>	176400
<b>Additional information</b>	<p>Two positions are available from this vacancy.</p> <p>This job includes duties that will require additional security pre-employment checks.</p>



## Overview of the role:

The Department of Biomedical Services (BMS) is a service department which manages eight animal facilities owned by Oxford University. BMS's primary role is to care for laboratory animals used in Biomedical Research. Research carried out at Oxford University is governed by the Animals (Scientific Procedures) Act 1986. BMS supports individuals who are involved in medical research, enabling them to achieve their objectives whilst maintaining high standards of animal welfare in line with Home Office regulations and the University's gold standard policy.

Species held in the University's facilities include mice, of which a large number are genetically modified, rats, guinea pigs, ferrets, zebra fish, cave fish and Xenopus frogs. The University also has a small colony of Non-human Primates.

Whilst you will be assigned to a single facility, you should be aware that you may be required to work in other BMS facilities as part of the need to provide adequate care for the animals. From time-to-time opportunities may arise to apply for internal posts working with other species.

Your focus as a Grade 3 technician is the day-to-day care of the animals, including but not limited to supplying adequate levels of food and water plus changing of the animal cages. You will be expected to be able to communicate effectively and must show good attention to detail. You will work mainly as part of a team but will also be expected to work independently with instruction from a senior technician. It should be noted that a large proportion of the day is spent standing at work stations. This position requires a commitment to animal care, and it includes essential daily checks in line with Home Office requirements.

Continual professional development is encouraged to ensure you stay updated with advancements and best practice in the field of animal technology. Training will be provided for a Home Office Personal Licence unless you already possess this.

## Main responsibilities:

- Perform or assist with non-regulated and regulated procedures. Perform tasks that are delegable under the Animals (Scientific Procedures) Act 1986 e.g. Breeding and Maintenance.
- Store and organise biological or live animal samples and record results in a clear and organised fashion
- Communicate basic information and answer general enquiries including correct reporting procedures for concerns around animal welfare and compliance.
- Enter and maintain information on databases
- Provide assistance in the day-to-day running of the facility, day to day care of laboratory animals and the maintenance of high standards of animal welfare.
- Maintain equipment, including washing, sterilisation and disposal, perform quality checks and contribute to the general cleanliness and upkeep of the facility.
- Keep up to date with and advise on matters relating to Good Laboratory Practice (GLP), Health and Safety. Understand the importance of the limitations of Animals (Scientific Procedures) Act 1986 and also adhere to any Standing Operating Procedures that are relevant to the role.
- Be a participating member of the weekend/bank holiday working rota.

## Essential

- Experience of working in a laboratory animal environment
- Educated to GCSE level or equivalent in a science subject, maths, English
- IAT Level 2 or an equivalent professional qualification/experience
- Good organisational and computing skills and strong attention to detail, with the ability to organise samples and record results in a clear and organised fashion
- Ability to work co-operatively as part of a team, as well as independently while taking personal responsibility for assigned tasks
- Display a culture of care to both animals under their care and towards colleagues.
- Knowledge of health and safety regulations

## Desirable

- Experience of carrying out basic scientific procedures in a laboratory environment

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Work with allergens, E.g. laboratory animals, pollen, dust, fish or insects etc.

### Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks.

A satisfactory enhanced Disclosure and Barring Service check will be required.

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

### Department of Biomedical Services

This job is in the Department of Biomedical Services (BMS). The Department is based on three sites and includes 131 staff. BMS is a service department which supports the Science Departments and the Clinical School within the University, that are widely regarded within the research industry and a broad range of government agencies, research councils, charities, companies and other agencies.

### Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

### How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of **two** referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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#### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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#### If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and

approach your next career step with confidence. Find out more  
<https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more  
<https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>