



Medical Sciences Division
**BIOMEDICAL
SERVICES**

Job Description

Named Veterinary Surgeon or Laboratory Animal Veterinarian

Division	Medical Sciences
Department	Biomedical Services
Location	Biomedical Services Building, Mansfield Road, OX1
Grade and salary	Grade 9 (£55,636 – £64,228 p.a.) Plus, exceptional benefits. (more may be available for an outstanding candidate)
Hours	Full-time, we will consider candidates who wish to work part-time as well as full-time. There is also potential for some flexible working
Contract type	1 Year Fixed Term
Reporting to	Head of Compliance
Vacancy reference	178552
Additional information	Interviews for this post will be held in person on 24 th April 2025. Due to the nature of the work, security screening of all applicants is carried out during the application process.

Main Purpose

Our highly professional vets provide expert advice on the health, welfare and use of animals to our animal care staff and researchers. This includes participation in the ethical review process, advising on research proposals and the development and delivery of training courses to animal care staff and the research communities.

The main purpose of this position is to fulfil the role of a Named Veterinary Surgeon (NVS) employed in scientific establishments under the Animals (Scientific Procedures) Act 1986 (ASPA), as specified in section 24 of the RCVS Code of Professional Conduct and the Home Office Guidance on the Operation of the Animals (Scientific Procedures) Act 1986.



Main responsibilities

Advising on ASPA

- ASPA is at the heart of our work, and therefore the job holder will offer advice and support on how to work within its framework.
- Provide advice on the most appropriate way to look after animals in those areas that require interpretation.
- Provide expert advice on any Home Office audit recommendations and participate fully in the audit process as required.
- Provide the technical teams you support with advice and instruction on the most appropriate practices related to the species in our care to ensure we continuously build on our culture of care as well as being compliant with ASPA. This will include visiting animal facilities regularly to ensure comprehensive veterinary care is applied as required to animals used for scientific research.
- Provide the researchers – Principal Investigators and their groups – with advice and instruction on the research they are carrying out, or planning to carry out, within the Act.
- Working with the Named Animal Care & Welfare Officers (NACWOs) and the technical teams to provide advice on animal health and welfare.

Procedural work

- Teach technicians and researchers the principles of undertaking certain procedures, particularly relating to surgery and anaesthesia. This may involve practical advice in establishing new procedures.
- Advise researchers on best practice with respect to methods of anaesthesia, aseptic technique etc., and on choice of appropriate animal models

Licence applications

- Participate in the animal welfare and ethical review body, which will include reviewing licence applications and advising applicants on best practice with respect to experimental techniques, animal welfare and application of the 3Rs (reduction, refinement and replacement)

Working hours

- Typical working hours are 37.5 hours per week although there are no formal conditions relating to hours/times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of duties.
- You will be required to participate in an emergency out of hours rota covering approximately one week in four. Out of hours duties shall be compensated.
- Full time employees are entitled to annual paid leave of 38 days, inclusive of public holidays, per leave year.

Working in a team

- Working as a collegial team is critical in this job. This will include providing support to each other and ensuring that the vet team is an asset to Biomedical Services (BMS) and the wider University.

Continued professional development

- CPD is important to BMS and therefore both parties will ensure that development opportunities are identified as necessary and undertaken.

- Work with the training and development team to deliver high quality training to licence applicants and technical staff working under the Animals (Scientific Procedures) Act (1986), contributing to the knowledge and skill training of scientific and animal care staff

This job description is an outline of what the job involves and there may be other responsibilities included as the post develops. Significant changes will be in full consultation with the post holder.

Appendix 1

RCVS guidance - <https://www.rcvs.org.uk/setting-standards/advice-and-guidance/code-of-professional-conduct-for-veterinary-surgeons/supporting-guidance/named-veterinary-surgeons/>

Appendix 2

NVS role as per the Guidance on the Operation of the Animals (Scientific Procedures) Act as amended

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/662364/Guidance_on_the_Operation_of_ASPA.pdf

Key Selection Criteria

	Essential	Desirable
<ul style="list-style-type: none"> • Hold a veterinary degree • A member of the Royal College of Veterinary Surgeons (MRCVS) • Approved Home Office NVS qualification / course • UK modules: L (National Legislation), E1 (Ethics), K (Humane Methods of Killing) 	✓ ✓	✓ ✓
<ul style="list-style-type: none"> • Expertise in laboratory animal medicine for the species being used in the establishment. • Experience of working in an animal research environment • Experience of supporting a compliant environment 	✓ ✓	✓
<ul style="list-style-type: none"> • Demonstrable knowledge of legislation and regulations: the Animals Scientific Procedures Act; the Veterinary Medicines Act; the Veterinary Surgeons Act • An effective influencer able to build credibility through expertise • A strong communicator and team player • Demonstrate knowledge of establishing and overseeing health monitoring programmes • Competent in general medicine and surgery with the ability to work without supervision 	✓ ✓ ✓ ✓ ✓	

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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 to a successful outcome of this assessment.

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

- Regular manual handling
- 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
- A satisfactory basic Disclosure and Barring Service check

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.

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 or three 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.

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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 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. 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/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

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.

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>