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| **Post Details** | | **Last Updated: 20/12/2022** | | | |
| **Faculty/Administrative/Service Department** | Faculty of Health and Medical Sciences  School of Veterinary Medicine | | | | |
| **Job Title** | Large animal veterinary skills centre (VSC) deputy | | | | |
| **Job Family** | Technical & Experimental | | **Job Level** | 3 | |
| **Responsible to** | Veterinary Skills Centre Manager | | | | |
| **Responsible for (Staff)** | Yes | | | | |
| **Job Purpose Statement**  The principal focus of this role is to provide a high standard of care to large animals (farm & equine) housed within the School of Veterinary Medicine. The post holder will also provide technical support, advice and assist practical demonstrations to undergraduates and MSc students during practical animal handling classes and oversee the clinical skills area within the VSC. When required the post holder will deputise for the VSC manager and will therefore be responsible for the smooth operation of the Veterinary Skills Centre (VSC) large animal area, ensuring practical classes are serviced efficiently, run to schedule and that all users are working safely and comply with Health and Safety regulations.  This role is a technical support role not a clinical role. | | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | | |
| 1. Maintain high standards of care, welfare and security of large animals housed within the Veterinary Skills Centre (VSC) in accordance with statutory regulations, local policies and RCVS guidelines. 2. When required to deputise for the VSC manager and be responsible for the coordination and allocation of technical support staff for related undergraduate & post graduate practical teaching courses, to ensure the class is ready to run, including adequate supplies of all resources the ordering of resources and that all equipment is in working order and safe to use. 3. When required to deputise for the VSC manager and oversee and actively take part in technical teaching support to staff and students working with the large animals by demonstrating/assisting in practical techniques. 4. When required to deputise for the VSC manager and oversee the daily care and husbandry of animals housed within the VSC. This range of animals may include equines, cattle, sheep, and poultry. 5. Maintain the cleanliness and biosecurity of the VSC building in accordance with policies developed with the Veterinary Skills Centre Manager. 6. Maintain accurate health and movement records for all large animals housed within the VSC. 7. Assist in production of clinical skills training models and assist in other areas of the veterinary school when required. 8. Drive a vehicle as needed for the collecting and delivering of animals to different locations at all times adhering to established procedures.   **N.B. The above list is not exhaustive.** | | | | | |
| All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your manager. * Work supportively with colleagues, always operating in a collegiate manner.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | | | |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | | | |
| **Planning and Organising**   * The post holder will work within an established operating environment, as guided by the Veterinary Skills Centre manager. In the VSC manager’s absence the post holder will deputise and lead a team of technical staff and prioritise and manage there and other members of the team workloads. * The post holder will work without close line management supervision but will operate with some direction and guidance within an established operating environment. They will prioritise their workload and use their own initiative to deliver high quality animal care and student satisfaction within the VSC. * The post holder will follow a work schedule for routine care and husbandry of animals and in the VSC manager’s absence the post holder will deputise to ensure suitable/sufficient animals are available for teaching purposes. * The post holder will contribute to Risk assessments and Standard operating procedures of their area (VSC) and help maintain records of health, welfare, and environmental conditions for all animals within their care | | | | | |
| **Problem solving and decision making.**   * The post holder is expected to be alert to signs of ill health among the animals they are looking after, referring these to the VSC manager, in the VSC manager’s absence the post holder will be expected to deputise and take precautionary measures to prevent worsening or spread to other animals and alert the Veterinary academic lead. This will require knowledge and understanding of infection prevention and relevant Health & Safety responsibilities. * In the VSC managers absence the post holder will be required to deputise and maybe required to determine the most appropriate course of action for animals that require veterinary attention. * The post holder will be required to contribute to work patterns, Risk assessments and Standard operating procedures (SOP’S). | | | | | |
| **Continuous Improvement**   * The post holder will be required to maintain and update relevant skills and knowledge to ensure that best practices are maintained. A CPD allowance is available to support this. * The post holder will be encouraged to gain experience in working with a wide range of large animal species. * The post holder may be required to provide cover across the veterinary school including the small animal unit, caring under supervision of a variety of small/companion animals including dogs and cats. Full support and training will be provided in these areas. | | | | | |
| **Accountability**   * The post holder is expected to abide by all relevant laws and regulations relating to the health & safety, welfare, and movement of the large animals. Failure to comply could have a detrimental impact on the welfare of animals kept within the VSC including loss and/or the spread of disease between animals or handlers, including staff, students, and visitors. * The post holder as part of a team as well as deputising for the VSC manager is responsible for maintaining a safe working environment within the VSC building, ensuring that the environment and procedures undertaken therein are in accordance with FHMS Health & Safety policies as well as local guidance from the Veterinary Skills Centre manager. | | | | | |
| **Dimensions of the role**   * In the VSC managers absence the post holder will be expected to deputise and supervise the day-to-day activities of the animal technician(s) * In the VSC managers absence the post holder will be expected to deputise and liaise with customers, veterinary surgeons, farmers, and academics on a regular basis and on occasions liaise with the HSE, DEFRA and the home office. * The post holder may be required to participate in weekend and bank holiday duties and University open days under supervision on a rota basis. * The post holder should be physically fit and willing to work outside in adverse weather conditions. * The post will include manual handling tasks including lifting/carrying of hay, straw, animal feed and equipment, with the use of lifting aids. * The post holder will be expected to wear a uniform and personal protective equipment (PPE) including boiler suits, steel toe cap boots/wellingtons, hats, or masks (where appropriate). Full uniform will be supplied. * The post holder will be required to have large animal skills/experience and have worked in an equine environment. * A full driving license is required for this post. | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| Higher national diploma (HND), University degree plus broad work experience in relevant technical/scientific role backed by evidence of significant appropriate knowledge.  Or:  Substantial vocational and relevant management experience in a relevant technical/scientific or farm/equine role. | | | | | E |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Experience of farm animal care and husbandry. | | | | E | 2 |
| Experience of equine animal care and husbandry. | | | | E | 1 |
| Experience of working as a large animal technician within a teaching setting. | | | | D | n/a |
| An understanding of relevant health and safety requirements and regulations. | | | | E | 2 |
| A basic understanding of the use of Microsoft packages, including word, Excel and Outlook. | | | | D | 2 |
| **Special Requirements:** | | | | | **Essential/ Desirable** |
| Full UK driving license. | | | | | D |
| Willingness to work outside normal working hours which may include weekends, bank holidays, and university open days. | | | | | D |
| Hold a Registered Equine Veterinary Nurse qualification. | | | | | D |
| First aid certificate or willingness to undertake training to act as a dedicated first aider. | | | | | D |
| Enhanced DBS check prior to appointment. | | | | | E |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision-Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 1  1  2  1  2  2  2  2  2  2 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | | |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information The faculty is the second largest in the University, with 2000 full time and nearly 2000 part time students The University has risen substantially in the league tables.  The University of Surrey’s school of Veterinary Medicine are creating a vet school that is different. Whilst embracing the traditional values of professionalism, scientific curiosity, and clinical excellence, we are also developing a school with broad horizons.  Our extensive network of partners in clinical practice, industry and research opens unique learning opportunities for our staff, students and for industry relevant research. | | | | | |
| Department Structure Chart | | | | | |
| RelationshipsInternal  * The post will require daily communication and regular meetings within a team of animal technicians, to prioritise the workload and animal care within the VSC, with supervision and guidance from line management. * The post holder will be required to effectively communicate with staff, students, and academics from various disciplines to provide a positive teaching and learning environments for students. * The post holder will be required to liaise with staff from different Faculties/Schools/Departments across the University   **External**   * The post holder will be required in the VSC manager’s absence to liaise with external suppliers to maintain sufficient stock of equipment, good communication skills and attention to detail are required for this post. * The post requires the post holder to maintain good working relationships with external veterinary professionals for provision of animal care to the animals within the centre and collaboration with the school of veterinary medicine partners to facilitate teaching. * The post holder must maintain a professional appearance and manner at all times and may be asked to assist in university open days, widening participation days and other University events for visitors to the VSC building. | | | | | |