

Post Details		Last Updated: 15/10/2025	
Faculty/Administrative/Service Department	Faculty of Health & Medical Sciences (FHMS) Biomedical Research Facility		
Job Title	Senior Animal Technician		
Job Family	Technical & Experimental	Job Level	3
Responsible to	Lab Manager		
Responsible for (Staff)	Technician staff		
<u>Job Purpose Statement</u> The purpose for this role is to deliver technical support in the Biomedical facility, including offering advice, guidance, and training to users. Additionally, the position involves carrying out diverse animal husbandry tasks and providing research support. The post holder should ensure that the facility and users of the BRF comply with the Animals Scientific Procedures Act 1986. Through the provision of these services, the post holder maintains the highest standards of animal husbandry and welfare, supporting in-vivo research work in the BRF.			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
1. Oversee the day-to-day operations of the BRF, ensuring strict compliance with the Animals Scientific Procedure Act and code of practice. This includes supporting animal welfare, breeding, training, procurement of animals and supplies, and service maintenance. 2. As a Named Animal Care & Welfare Officer (NACWO), actively contribute to the implementation and promotion of animal welfare and the Culture of Care within the facility. This entails participating as a key member and providing reports to the AWERB. 3. Perform regular duties such as cleaning, animal husbandry tasks, and accurate record keeping. 4. Conduct and assist in technical and/or licensed procedures such as schedule 1 culling, dissections, licensed procedures, and other research support activities. 5. Implement and monitor defined breeding programs, ensuring accurate breeding records according to university standards. 6. Maintain compliance with health and safety regulations by staying updated on legal requirements, assessing the level of risk in working practices, regularly reviewing processes, and updating relevant documents for facility users. 7. Provide support to the Security, Estates & Management Facility, and Information Compliance Unit regarding screening, user access, and incident reporting. Offer regular feedback to the Manager in these areas. 8. Support the wider Faculty technical services teams if and when required.			
NB. Please note that 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, operating in a collegiate manner at all times.

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

Planning and Organising

- Ensure set and routine tasks are completed with a level of autonomy
- Support in the planning and organisation of working duties of the BRF team.
- Ensure operations of the Unit are compliant with ASPA at all times.
- Ensure highest standards of Health & Safety are adhered to and promoted with guidance from the Faculty H&S Advisor
- Provide updates and feedback where required to users, and other BRF staff
- Take an active role to ensure pre-start meetings are in place, and study details are reviewed prior to study start.
- The post holder is required to keep accurate records of activity in accordance with legislation and local policies
- The post holder is legally responsible for the care and welfare of the animals, ensuring a robust enrichment program is in place with continuous review

Problem Solving and Decision Making

- The post involves dealing with routine day-to-day tasks, which are repetitive in nature and are clearly laid out in procedures, guidelines and quality standard documents. The impact of not completing these tasks in the proper way will impact negatively on the welfare of animals in the Unit and may contravene regulations in the Animal (Scientific Procedures) Act 1986.
- The post holder is required to work within a team to achieve targets set by the Management team, but will be afforded the flexibility to prioritise and organise routine tasks and activities.
- As a licenced technician you are expected to problem solve and make decisions based on the information to hand such as; animal welfare relating decisions
- Take a pro-active approach to problems solving, identifying at an early stage any potential situations or problems which may lead to an adverse impact on the University's reputation as 'risk issues' and to immediately contact the BRF Manager and the Establishment Holder. Also to implement actions agreed with the BRF Manager.

Continuous Improvement

- The post holder is responsible for making recommendations to the Management team regarding potential improvements they identify could be made within the Unit, but will not be expected to act on making changes independently
- The post holder is expected to carry out CPD as part of their Named Person role
- Support the BRF Manager to manage, motivate, train and develop the BRF team

Accountability

- The post holder is required to work independently and unsupervised, at times being the sole contact for the facility. They will have a pro-active approach to achieve the appropriate running and operations of the facility to be compliant with ASPA and Home Office requirements. Out of hours, the emergency response plans are required to be followed.
- The post holder is expected to be observant in order to detect any signs of ill health in the animals they care for, reporting concerns to the appropriate persons and taking affirmative action.
- As a personal licence holder, you are required to provide research support and work flexible to study requirements, alongside other role requirements. The post holder will operate in an adaptable and flexible manner to organise and prioritise their workload to successfully ensure the delivery of the highest standards of animal husbandry and welfare, as well as a culture of care.

Dimensions of the role

- The Biomedical research facility provides in-vivo research support to the university across all schools and externals
- Interacting with our user community and supporting research requirements
- Support animal technician
- Interact with E&FM, Security, Home Office, Contractors, commercial representatives

Supplementary Information

- Play a key role in ensuring compliance under ASPA and HO requirements
- Be willing and able to support in networking activities across the schools
- Play a key role in ensuring the highest standards of Animal Welfare and Promotion of Culture of Care

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

Professionally qualified with a relevant degree/ postgraduate qualification or substantial vocational experience in similar or related field

E

Home Office personal licence holder

E

Membership of the Institute of Animal Technology or ONC (or equivalent) together with several years relevant work experience or broad relevant work experience in the field of animal technology

D

Supervisory/management experience in a similar role

D

Named Animal Care and Welfare Officer (NACWO)

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 undertaking animal husbandry of laboratory animals

E

3

Ability to perform a variety of Licensed techniques

E

3

Experience of or ability to train inexperienced users in animal husbandry and basic experimental procedures

E

2

Experience of maintaining environmental and health records in accordance with ASPA

E

2

IT literate in standard PC packages

E

3

Experience of breeding common laboratory species, including genetically altered rodents

D

n/a

Experience with aquatics

D

n/a

Special Requirements:

**Essential/
Desirable**

You will be required to work some weekends and university closure periods without supervision as part of the team on a rota basis. You may also need to attend the unit out of hours, as part of the team, on a rota basis.

E

Willingness to undertake further on-the-job education and training to ensure professional knowledge is maintained

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

3

Adaptability / Flexibility

3

Customer/Client service and support

3

Planning and Organising

3

Continuous Improvement

3

Problem Solving and Decision Making Skills	2
Managing and Developing Performance	2
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	1

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.

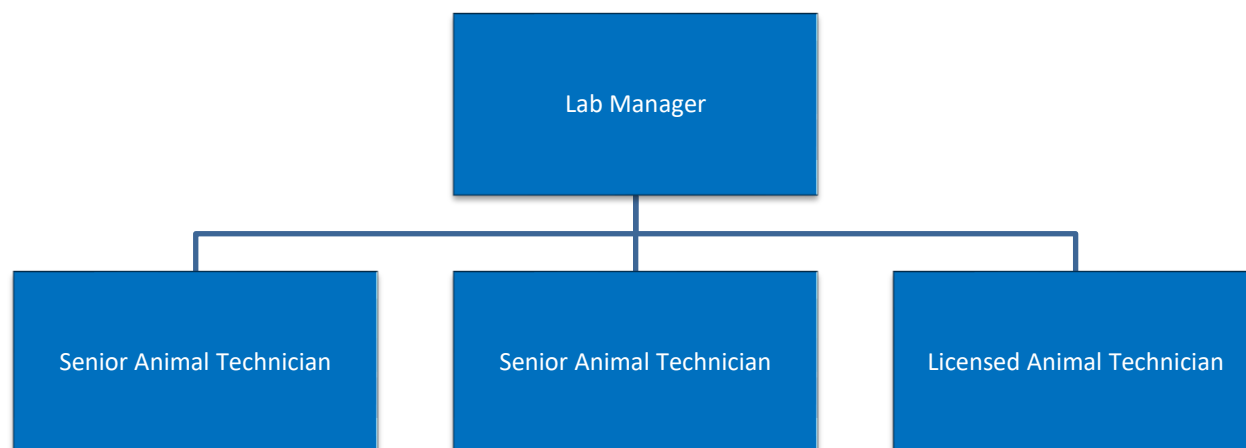
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The University of Surrey is a world-class, research-led University and has invested over £5m in this state-of-the-art facility to support our commitment to research excellence. Within this small animal facility, we provide in vivo research support. Being fully Home Office compliant, we work with highly skilled in vivo research staff and provide 24/7 animal care services. With animal welfare at the core of our work, we can support research projects with a comprehensive variety of small rodent species. We offer housing options for mice, rats, rabbits, guinea pigs and voles, all in the latest highest specification caging systems and fully equipped specialist procedural rooms including a containment level (CL) 2 suite, surgery and dedicated sleep study labs. We are currently developing an aquatics facility.

Department Structure Chart



Relationships

Internal

- The post holder will work closely with all users, including postgraduate students, research staff, other technicians and academics.
- The post holder will maintain regular communication with the Named Veterinary Surgeon and will be open to addressing development needs identified by the Manager and Named Training & Competency Officer.

External

- The post holder will be comfortable entering into dialogue with the Home Office Inspectors during visits and inspections.
- The post holder will be required to liaise with other departments of the University as necessary, such as Estates & Facilities Management to arrange repairs and order consumables.