

Post Details		Last Updated: 20/11/2018	
<b>Faculty/Administrative/Service Department</b>	Faculty of Health and Medical Sciences (FHMS) School of Veterinary Medicine		
<b>Job Title</b>	Lab Technician Animal PM Facilities		
<b>Job Family</b>	Technical and Experimental	<b>Job Level</b>	2b
<b>Responsible to</b>	Post Mortem Facilities Manager		
<b>Responsible for (Staff)</b>	N/A		
<b>Job Purpose Statement</b>			
<p>The Post holder is responsible for assisting with the safe operation and day-to-day running of the post-mortem facilities and its associated equipment within a specialist area of the School of Veterinary Medicine. The facility provides a pathology service to the veterinary community (companion, farm and exotic). Materials are prepared for undergraduate and post graduate teaching, research and commercial interests. The post holder will be required to work in a veterinary pathology facility at containment level (ACDP2 +3 ((Advisory Committee of Dangerous Pathogens)) and SAPO 3 ((Specified Animal Pathogen Order)) and liaise with farmers, vets, pet owners, contractors and legislative bodies. The facility also provides a forensic pathology service to the police and animal charity communities. The post holder will be required to liaise with police and forensic staff, accept and release evidence and maintain high standards of associated paperwork.</p>			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Assist with post-mortem activities within the facilities alongside Veterinary surgeons and veterinary pathologists, prepare for undergraduate and postgraduate practical classes and to provide support throughout the classes.</li> <li>2. Assist with the review and construction of standard operating procedures, training matrixes and risk assessments for staff, students and contractors in the facility.</li> <li>3. Maintenance of records for health and safety, Defra and quality (ISO, Good Laboratory Practices ((GLP)) audits.</li> <li>4. Assist with carrying out gross anatomy (large animal, companion, exotic and equine) examinations for teaching, research and commercial purposes while liaising with academic staff, farmers and pet owners with regards to teaching requirements and post mortem needs.</li> <li>5. Assist with carrying out forensic post mortem examinations for legal purposes while liaising with police and other forensic staff with regards to exhibit/ evidence storage, processing and release requirements</li> <li>6. Working under ACDP2+3 and SAPO 3 Guidelines/regulations to ensure compliance with all aspects of health and safety including maintenance of records such as electrical safety testing, COSHH and waste disposal</li> <li>7. Participate in an on call and late working rota for the Veterinary Pathology Centre.</li> <li>8. Participate in demonstrations/workshops for visitors as part of Open Days, Applicant Days and other events.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>			
<b>All staff are expected to:</b>			
<ul style="list-style-type: none"> <li>• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li> <li>• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li> <li>• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> <li>• Work supportively with colleagues, operating in a collegiate manner at all times.</li> </ul>			
<b>Help maintain a safe working environment by:</b>			
<ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li> </ul>			
<b>Elements of the Role</b>			
<p>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.</p>			

### **Planning and Organising**

The post holder is expected to plan their workload on a daily basis as the Veterinary Pathology Facility operates as a clinical facility with a varied workload. The candidate will also be required to contribute to research and teaching activities.

- The post holder will undertake routine equipment checks and maintenance, ensure that routine disinfectant procedures are performed within the facility and all relevant associated documents are completed to a consistent high standard.

### **Problem Solving and Decision Making**

Decisions taken will generally be based on established procedures and precedents, with the post holder referring complex issues/problems to their line manager. Errors in judgement or failure to report an issue could result in a breach of containment (ACDP3/SAPO3) damaging equipment or risking staff/student's personal safety.

**Continuous Improvement** The post holder is expected to recognise where improvements to best practice could be made, implementing them with the permission of the post holder's line manager, but always within quality and HSE regulations. The nature of the work requires the post holder to be adaptable to change and variation in procedures

- The post holder is expected to practice continuous professional development in all aspects of their job role and implement their increased knowledge in their day to day duties

### **Accountability**

- The post holder will be a fully licenced slaughterman or a desire to work towards obtaining a license to become a slaughterman. The post holder would preferably hold a license under Animal Scientific Procedures Act (ASPA) 1986 and thus would be able to act independently. However, given the nature of the work undertaken in order to meet legislative requirements they will work closely with veterinary and scientific staff.
- The post holder is responsible for monitoring and maintaining a safe working environment within the facility, ensuring that the environment meets H&S requirements and procedures such as electrical safety testing, COSHH and disposal of waste material including CL3 waste are carried out in compliance with their associated regulations.
- The post holder is responsible for implementing the correct procedure for accepting, storing and disposal of forensic and legal material. The post holder will be expected to use their technical and working knowledge to assist with photography and sampling during post mortem examinations.
- The post holder is expected to also apply their technical knowledge and working knowledge of the required Facility practices in order to provide advice, training and assistance to staff and students regarding the application of techniques during post mortem examinations. The work will usually follow an established pattern and the post holder is expected to refer to well-defined procedures for guidance if required.

### **Dimensions of the role**

The post holder will work with live animals, assist with post mortem examinations, carry out cleaning and decontamination of facilities and equipment including the use of autoclaves

- Working within a team of technical staff, the post holder will also provide frontline technical support for undergraduate and postgraduate classes, including pathology rotations, of up to 75 students in the faculty.
- The post holder will assist undergraduate and postgraduate students, staff and contractors in the maintenance of facility equipment and consumables to these laboratories
- The post holder may be required to liaise with customers (veterinary surgeons, scientists, farmers, pet owners and police and RSPCA officers) on a regular basis.

**Supplementary Information** The post holder is required to be part of a rota for weekend overtime (when required) across the school of veterinary medicine and take part in an on call rota to provide weekend and evening cover for the post mortem facility.

- The post holder may be required to occasionally work off campus for short periods of time.
- The post holder may be required to use the facility van to carry out carcass and sample collections and deliveries.

### **Person Specification**

#### **Qualifications and Professional Memberships**

Vocational qualifications, plus some relevant work experience

Or

Learning gained through work experience of several years

E

Working towards (or a desire to work towards) obtaining a license to become a slaughterman

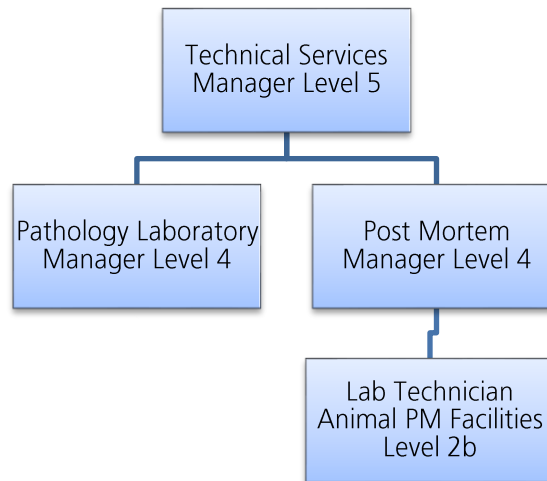
D

Personal licence under the animals scientific procedures act

D

<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Expertise in gross veterinary pathology/anatomy (Post mortem examinations and animal handling)	E	2
An understanding of relevant health and safety requirements and procedures	E	2
Experience of working in a veterinary pathology laboratory	D	n/a
Experience of the safe handling and disposal of animal tissue samples	D	n/a
Experience of working with farm animal species	D	n/a
Experience of working with companion animal species	D	n/a
<b>Special Requirements:</b>	<b>Essential/ Desirable</b>	
Understanding of ACDP2, 3, SAPO3 & ASPA regulations and working knowledge		
Willingness to take part in an evening/weekend rota		
Willingness to work outside of normal working hours when required		
<b>Core Competencies</b> 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.	<b>Level 1-3</b>	
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		
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
<b>Organisational/Departmental Information &amp; Key Relationships</b>		
<p><b>Background Information</b></p> <p>The University is investing £45million in the development of a new School of Veterinary Medicine to train the veterinary surgeons of the future. One area of focus for the schools is veterinary pathology. To support this area the University is currently constructing an £11million purpose built containment veterinary pathology facility. This facility will provide exemplary veterinary teaching, research and diagnostic facilities.</p> <p>The post holder will work in the Veterinary Pathology Facility but will liaise and support veterinary, technical and scientific staff across the School of Veterinary Medicine.</p>		

**Department Structure Chart** Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2<sup>nd</sup> shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).



**Relationships** This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)

**Internal**

- Technical Services Manager- Overarching line manager
- Post Mortem manager- line manager for day-to-day operations
- Technical colleagues (VSP/VSM/VSC buildings)

**External**

- Customers to the facility- famers, vets, pet owners, police and RSPCA officers
- Students