

Post Details		Last Updated: 13/10/2021	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences		
Job Title:	Named Veterinary Surgeon (NVS) and Senior Teaching Fellow (STF)		
Job Family & Job Level	Research and Teaching	6	
Responsible to:	Establishment Licence Holder (NVS) and Head of Department or School (STF)		
Responsible for:	May have supervisory responsibility for other staff		
<b>Job Summary and Purpose</b>			
To act as Named Veterinary Surgeon (NVS) for all ASPA-related activities at the Establishment			
To make a major contribution to teaching development at undergraduate and postgraduate level.			
<b>Main Responsibilities and Activities</b>			
<b>Named Veterinary Surgeon</b>			
Monitor the health, welfare and treatments of the animals used in all ASPA-related research.			
Establish a programme of veterinary care and health monitoring, including the supervision of health records.			
Provide expertise and advice in laboratory animal medicine for all species being used in the establishment to licence holders and during the development of project licence applications.			
Supply and advise on use of controlled drugs, prescription-only medicines and other therapeutic compounds used on animals in compliance with the requirements of the Veterinary Medicines Regulations.			
Act as an active member of the Animal Welfare and Review Body (AWERB).			
<b>Teaching delivery and development</b>			
Provide leadership to sustain the development of teaching methods, materials, technologies and learning environments which enhance the students' learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.			
Lead innovation in curriculum development and design programmes that keep the Department/Faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.			
Create opportunities for the development of new specialist pathway.			
Lead on the maintaining of quality and standards for the delivery of programmes.			
Critical review of teaching and learning activities as directed by the Dean, e.g., improvement mechanisms following analysis of MEQ data.			
Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.			
Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.			
Train and supervise students at undergraduate and postgraduate level (as appropriate).			
Undertake, lead and support the development of appropriate criteria for the assessment of			

programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students. Critically evaluate the impact of the assessment criteria.

Where appropriate act as a University delegate during teach out period with associated institutions.

Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.

Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal.

Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.

Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.

### **Student pastoral care**

Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.

Act as personal tutor and give first line support before referring students on to appropriate services.

### **Management and Administration**

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

### **Person Specification**

The post holder must be a member of the Royal College of Veterinary Surgeons (or eligible to register).

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration.
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.

- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals.

A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent would be an advantage.

### Relationships and Contacts

Post holder will be an ex officio member of the Animal Welfare and Ethical Review Body (AWERB) and will support the Establishment Licence Holder, as well as the Biomedical Research Facility staff and users.

Post holder will be a member of Faculty committees relevant to their administrative duties, e.g. Faculty Board of Studies and Examination Board.

Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching committee or similar body.

### Special Requirements

The post holder is expected to work outside normal office hours as necessary. In particular, the NVS role will include on-call requirements, including weekends and holiday periods.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

This post holder will require enhanced security checks.

### 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.

Undertake such other duties within the scope of the post as may be requested by your manager.

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.

### Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

<b>Job Title:</b>	Named Veterinary Surgeon (Part time 0.4 FTE) and Senior Teaching Fellow (Part-time 0.0 to 0.4 FTE).
-------------------	---

## **Background Information/Relationships**

The post holder will act as the University's Named Veterinary Surgeon (under the Animals (Scientific Procedures) Act 1986) and will cover the University Biomedical Research Facility and other related areas. The role involves clinical and regulatory compliance work. The successful applicant will be expected to assist and support the Establishment Licence holder (PELh) in their statutory responsibilities within ASPA, specifically, but not limited to the monitoring of compliance and reporting requirements. This will require developing a strong working relationship with all the key stakeholders including the PELh (to whom the NVS reports), the Named Training and Competence Officers, Named Animal Care and Welfare Officers, Named Information Officer (NIO) and the researchers performing a programme of work in the Biomedical Research Facility (BRF) under ASPA. The NVS role will provide expert veterinary advice to animal carers and users on the application of the 3Rs, prevention, diagnosis and treatment of disease in animals used in research at the University of Surrey. The role includes dealing with day-to-day health problems, in addition to establishing and overseeing health maintenance and monitoring programmes. The NVS will ensure that the research projects within the University are appropriately monitored and reviewed – this is a key aspect for compliance within the University of Surrey, and the NVS role within this process is paramount to its success. As such the NVS will provide guidance to project licence (PPL) applicants. The NVS will oversee veterinary drug storage, orders, supply and use in the BRF and Veterinary Pathology Centre. You will be expected to contribute to the development and delivery of undergraduate and postgraduate teaching. In particular, you will contribute to delivery of lectures and practical sessions. You will be expected to complement our existing strengths in teaching in biomedical and/or veterinary sciences and have the potential to capitalise on our existing collaborations with experts from collaborating institutes, practices and industry.

## **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. This is in addition to the criteria contained within the accompanying generic Job Purpose.

	<b>Essential/ Desirable</b>
Registered (or eligible to register) with the Royal College of Veterinary Surgeons (MRCVS/FRCVS)	E
Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE OR evidence of high quality teaching	D
NVS experience	D
Evidence of high quality teaching	D
Evidence of academic and professional leadership	D
Experienced with establishing and maintaining good working relationships with key stakeholders including Staff and Students, Home Office inspector, Animal Unit Managers and Animal Technicians.	D
<b>Special Requirements</b>	
The post holder is expected to work outside normal office hours as necessary. In particular, the NVS role may require occasional site visits at weekends/holiday periods.	E
This post holder will require enhanced security checks	E

## **Key Responsibilities**

This document is not designed to be a list of all tasks undertaken but an outline record of any

faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.

- Establish and carry out a programme of veterinary care and health monitoring for the Biomedical Research Facility
- Inform the PELh on all matters where animal health or welfare issues have developed, and liaise with the BRF manager, technical officers, Named Animal Care and Welfare Officers (NACWOs) and scientists on animal health and welfare.
- Advise licence holders and applicants on best practice and choice of appropriate animal models. This includes providing advice on project licence applications, during the ethical review process (incl. on techniques, animal welfare and application of the 3Rs), and participating to “pre-start” meetings with users and NACWOs to review animal welfare and procedures prior to the beginning of any studies performed in the BRF.
- Provide NVS cover and regulatory guidance for the Biomedical Research Facility responding to queries from animal carers and users in a timely fashion and address health and welfare issues that arise within the Biomedical Research Facility.
- Provide guidance to the AWERB, and Non ASPA committees.
- Contribute to undergraduate and/or postgraduate teaching programmes (including lectures, tutorials, practical classes, project supervision etc.).

**N.B. The above list is not exhaustive.**