



**Ref:** **MI/24/57**

**Job Title:** **Breeding Team Supervisor**

1. The Institute invites applications for the above post.
2. Salary will be within the range £28,000 – £35,000 per annum, dependent upon experience.
3. Informal enquiries can be made to Lauren Street via email: [Lauren.Pickford@cruk.manchester.ac.uk](mailto:Lauren.Pickford@cruk.manchester.ac.uk)
4. The Institute will endeavour to contact shortlisted candidates promptly; however there may be occasions where a high volume of applications are received therefore applicant's patience is appreciated.



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**CANCER RESEARCH UK MANCHESTER INSTITUTE**  
**JOB DESCRIPTION**

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**JOB DETAILS**

Job Title:	Breeding Team Supervisor
Grade:	Senior Scientific Officer (SSO) (MI3)
Department:	Biological Resources Unit (BRU) – Transgenic Breeding Team
Division:	Cancer Research UK Manchester Institute (CRUK MI)

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**ORGANISATIONAL ARRANGEMENTS**

Accountable to:	1. Biological Resources Unit Manager
	2. Chief Laboratory Officer

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**JOB PURPOSE**

This role involves the co-ordination of the day-to-day work of the Transgenic Breeding Team to ensure that the required high standard of care is delivered at all times under the Animal Scientific Procedures Act (ASPA) 1986.

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**DUTIES AND RESPONSIBILITIES**

- Contribute to the smooth day-to-day running of the Transgenic Breeding Team, taking final decisions as appropriate.
- Take a lead role to ensure that tasks requested by researchers are completed in a timely manner.
- Oversee the status of mouse colonies, guaranteeing that the service provided by the team is achieved (breeding performance, grouping of animals, etc.).
- Co-ordinate activities within the unit, planning and managing staff workload and ensuring that standards are maintained by conducting regular checks.



- Communicate with NACWO when welfare issues are encountered.
- Make observations, keep accurate records, and input data into the colony management software as required and as discussed with the unit manager.
- Responsible for effectively supervising staff on a day-to-day basis.
- To be a member of the team carrying out day-to-day animal husbandry, feeding, watering, cleaning, and monitor and report health of laboratory animals as required.
- Keep up-to-date with developments in animal technology; recommend and implement new novel procedures as required after discussion with Unit Manager.
- Commit to the rota for weekends and Bank Holiday cover for the unit. Requirement to cover out of hours calls on occasion as required.
- Assist the named persons in carrying out duties as lay down by the Animal Scientific Procedures Act 1986, notifying personal license holders and deciding for care or humane culling of animals as necessary.
- Understand and comply with the University's Equality and Diversity policies.
- Undertake any other duties, as requested by the Unit Manager.

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## **STANDARDS OF PERFORMANCE**

- ◆ Work efficiently, cost-effectively and in a flexible manner
  - ◆ To meet objectives within pre-determined timescales
  - ◆ Effective communications to be maintained with staff at all levels
  - ◆ Strict adherence to protocols and Institute policies
  - ◆ To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
  - ◆ To contribute to the University's agenda for social responsibility, including sustainability
  - ◆ To maintain confidentiality of information in line with data protection requirements and University
  - ◆ Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible
  - ◆ Be a team player
  - ◆ To strive to accomplish high quality of work
  - ◆ To complete a security screening as and when required
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**PERSON SPECIFICATION**

The person specification should set out the qualifications, experience, skills, knowledge, personal competencies, interests and other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: **Breeding Team Supervisor**

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Home Office Personal License holder (PIL A, B).</li> <li>• Biological Sciences degree (or equivalent relevant experience).</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety qualifications.</li> <li>• Membership of a relevant professional body.</li> <li>• NACWO training</li> <li>• IAT qualification</li> </ul>	CV Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in the field of animal technology.</li> <li>• Full understanding of transgenic mouse breeding and colony management.</li> <li>• Experience working in an IVC facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of procedural work on mice.</li> <li>• Understanding of transgenic technology.</li> <li>• Genotyping experience.</li> <li>• Phenotyping experience.</li> <li>• Prior experience of supervising staff members.</li> </ul>	CV Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills.</li> <li>• Excellent communication skills, written and verbal.</li> <li>• Competent in the use of standard office software (Microsoft office including excel).</li> <li>• Accurate comprehensive record-keeping, attention to detail.</li> <li>• Ability to provide constructive feedback (when required).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with specialist animal management systems.</li> <li>• Prior experience in planning and organising workloads.</li> <li>• Proven ability of supervising procedures.</li> </ul>	CV Interview References



<b>SKILLS</b> contd...	<ul style="list-style-type: none"><li>• Ability to work under minimal supervision.</li><li>• Effective organisational skills and good multi-tasking ability.</li></ul>		CV Interview References
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of transgenic breeding programmes.</li><li>• Thorough understanding and working knowledge of the 1986 Animal Scientific Procedures Act.</li></ul>	<ul style="list-style-type: none"><li>• A general knowledge of cancer and/or laboratory animal models.</li></ul>	CV Interview References
<b>OTHER</b>	<ul style="list-style-type: none"><li>• Ability to work at weekends and on bank holidays as necessary.</li><li>• Willing to (occasionally) cover out of hours on call.</li><li>• Meticulous.</li><li>• Interactive.</li><li>• Organised.</li><li>• Willingness to travel between CRUK MI sites</li><li>• Self-motivated and able to work to strict deadlines.</li><li>• Ability to work well within a team framework</li><li>• Proven ability to work flexibly</li><li>• Willingness to learn and implement new procedures or ways of working</li></ul>	<ul style="list-style-type: none"><li>• Able to demonstrate creativity and innovation.</li></ul>	CV Interview Document check



<p><b>OTHER</b> contd ...</p>	<ul style="list-style-type: none"><li>• To show commitment to equality and fairness and integrity in dealing with others.</li><li>• To be willing to work across organisational boundaries.</li><li>• To seek new knowledge and share ideas.</li><li>• To be open and responsive to change and innovation.</li></ul>		<p>CV Interview Document check</p>
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## **THE CITY OF MANCHESTER AND THE REGION**

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing. It has a highly cosmopolitan atmosphere and its cultural life is internationally renowned.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown. On the way into the city, there is perhaps the best stretch of road in the entire country for Indian and Pakistani food, known as the curry mile in Rusholme.

Amongst developments enriching the area's cultural life have been: the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.

Trafford, specifically Old Trafford, is known internationally for sport: it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.

Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements.

Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia.

Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The expanding network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and is currently being expanded to include connections near to the Institute. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia are also within easy reach.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and

the Manchester Central Reference Library. Facilities for quantitative analysis are provided by Manchester Computing and the Computer Support Unit.



## **ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS:**

### **Shortlisted Candidates:**

1. We will reimburse reasonable travel expenses. You need to retain all your receipts as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.
2. If candidates require accommodation the Institute can arrange this for you. Please notify the Institute's Human Resources Department as soon as possible so that this can be arranged on : +44 (0)161 200 8870 / 8866 or email: [cruk.jobs@manchester.ac.uk](mailto:cruk.jobs@manchester.ac.uk). Please note that reimbursement for accommodation may **not** apply.
3. If candidates have any additional support needs to enable them to attend an interview they will be able to request/discuss this with the Institute's HR department when arranging the interview.
4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.
5. All dates and times stated in correspondence from the Institute refer to UK GMT (Greenwich Mean Time)
6. Candidates need to bring along their passport to interview, (a copy of which will be taken for our records) and where applicable, your visa, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the Institute's Human Resources Department prior to the interview on via [cruk.jobs@manchester.ac.uk](mailto:cruk.jobs@manchester.ac.uk) Tel: +44 (0)161 200 8870 / 8866 who will be able to advise you.
7. **Zoom interview with or without presentation:**  
Instances may arise where we propose to hold a Zoom interview as a (first stage) selection process. If this is the preferred method of interview, you will be provided with a link and password to attend the interview at a specified time on a specified date. This link will redirect you to your Zoom interview. 24 hours prior to interview we will require:
  - ◆ A contact telephone number emailed to [cruk.jobs@manchester.ac.uk](mailto:cruk.jobs@manchester.ac.uk) along with a scanned copy of passport for ID purposes



**Please note:**

You do not have to have a Zoom account to attend a Zoom interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You do however, need to have a working microphone and camera connected to your electronic device in order for this interview to go ahead.

The criteria will be consistent with all other candidates.



## **STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS**

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The post, Breeding Team Supervisor, is on a Cancer Research UK salary. It's an CRUK MI3 grade. Salary in the range of £28,000 – £35,000 per annum (dependent upon experience).
- Your employment will be with The University of Manchester appointed under The Cancer Research UK Manchester Institute terms and conditions.
- Salary is paid monthly.
- There are 32 days holiday per year plus Bank Holidays for England.
- Duration of contract: Permanent
- 35 hour week.
- There is a probationary period attached to this post of 6 months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.
- You are eligible to join the USS (<https://www.uss.co.uk/>) pension scheme.
- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.
- Offer is subject to receipt of satisfactory references and proof of your highest qualification.
- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.
- Overseas candidates should determine, when applying for the position, the likelihood of obtaining a Certificate of Sponsorship (CoS) for the post by assessing their own circumstances against the criteria specified on the [gov.uk website](https://www.gov.uk)



- Successful overseas candidates may be eligible to claim reimbursement of expenses to cover their visa and National Health Surcharge costs, if required. Overseas candidates will be required to meet the eligibility criteria as specified in the skilled worker points-based system. (NB; reimbursement does not extend to include family members, although a loan scheme is available).
- The appointment will be subject to a satisfactory pre-employment security check.
- The successful candidate is required to complete a Rehabilitation of Offenders/ Criminal Records declaration form at the offer stage of the process. Please note: a criminal record will not necessarily be a bar to obtaining a position.
- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and trains to all CRUK Manchester Institute locations.

At The Oglesby Cancer Research Building and The Christie site there are also strong links to tram lines, however, please note: that there are car parking restrictions imposed around these sites.

- There are a range of staff benefits. If you require further information at this stage please contact HR department directly.
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