



CANCER
RESEARCH
UK

Manchester
Institute

Job Reference Number:

MI/26/43

Position:

Home Office Liaison Contact and Named
Training and Competency Officer

Group/Department:

Operations

Salary:

£42,000-£50,000 per annum, dependent
upon experience

Duration:

Permanent



CRUK MI
FURTHER
PARTICULARS



Cancer Research UK Manchester Institute is a Research Institute within
The University of Manchester and is core funded by Cancer Research UK

MANCHESTER
1824

The University of Manchester



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PARTICULARS OF APPOINTMENT

Ref: MI/26/43

Job Title: Home Office Liaison Contact and Named Training and Competency Officer (HOLC NTCO)

1. The Institute invites applications for the above post.
2. Salary will be within the range of £42,000–£50,000 per annum, dependent upon experience.
3. Applications should be submitted via JobMarker, the online recruitment system by the closing date as stipulated in the advert.
4. For applicants who require assistance with their application please contact the HR Department for further information on:
Tel: +44 (0)161 306 9752 / +44 (0)161 200 8870
Email: jobs@cruk.manchester.ac.uk
5. Informal enquiries can be made to Caroline Wilkinson, email: caroline.wilkinson@cruk.manchester.ac.uk
6. Applicants are advised that if the Institute receives a high level of applications, we reserve the right to close the vacancy earlier than advertised.
7. The Institute will endeavour to contact shortlisted candidates promptly. However, there may be occasions where a high volume of applications are received, therefore an applicant's patience is appreciated.
8. As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.
9. As our Home Office Liaison Contact and Named Training and Competency Officer, you will be a visible presence within the Institute, providing professional and timely services within your role.





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COPY OF THE ADVERTISEMENT

The Institute will actively foster a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of its community.

Home Office Liaison Contact and Named Training and Competency Officer

- **Job Ref:** MI/26/43
- **Duration:** Permanent role
- **Starting salary:** in the range of £42,000–£50,000 (dependent on experience)

Join Us in the Fight Against Cancer

At the Cancer Research UK Manchester Institute, we are dedicated to pioneering life-saving research and transforming cancer care. We're seeking to appoint a Home Office Liaison Contact and Named Training and Competency Officer to support our researchers with training, licencing, along with the Institute's compliance with the Animals (Scientific Procedures) Act 1986.

The post sits within the Operations team and is accountable to the Chief Operating Officer, with training support from the BRU Experimental Manager.

Key responsibilities

This role supports the legal, administrative, training and competency requirements associated with animal research at the Institute. The successful candidate will act as the primary contact between the Institute and the Animals in Science Regulation Unit at the Home Office, provide licensing advice and guidance to staff working under A(SP)A, and support Named Individuals in carrying out their roles.

As the Institute's Named Training and Competency Officer, you will provide oversight to ensure that those working with mice are appropriately educated, trained and supervised until competent, and that they continue to undertake further training to maintain their expertise. You will also provide secretariat support to the local Animal Welfare and Ethical Review Body, including arranging meetings, taking minutes and supporting Project Licence reviews.

About you

You will bring significant experience in animal laboratory science, together with experience as a Home Office licence holder. You will have a relevant degree in biological or biomedical sciences, equivalent experience, or an IAT National Certificate in Animal Technology.

You will have strong organisational and administrative skills, excellent attention to detail, and the ability to maintain accurate and comprehensive records. You will be confident handling confidential information appropriately and able to communicate effectively with staff at all levels.



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You will also have knowledge of ASPA 1986 and ethical review processes, with the ability to work independently and collaboratively across organisational boundaries.

Why Join Us?

- Be part of a world-class cancer research institute making a real impact in the lives of patients and their families
- Opportunities to develop and expand communications activities in line with the Institute's future growth
- A great opportunity to develop and expand your skills – drawing on networks/connections from other teams and with training both at the Institute and from the University of Manchester/Cancer Research UK.

Why choose Cancer Research UK Manchester Institute

The Cancer Research UK Manchester Institute (www.cruk.manchester.ac.uk), an Institute of The University of Manchester (www.manchester.ac.uk), is a world-leading centre for excellence in cancer research. The Institute is core funded by Cancer Research UK (www.cancerresearchuk.org), the largest independent cancer research organisation in the world. In spring 2023, the Institute moved into a £150 million flagship purpose-built biomedical research centre directly attached to The Christie NHS Foundation Trust (www.christie.nhs.uk), in Withington, South Manchester.

We are partnered with The Christie NHS Foundation Trust (adjacent to The Paterson Building) one of the largest cancer treatment centres in Europe. These factors combine to provide an exceptional environment in which to pursue basic, translational and clinical research programmes.

Our aim is to understand the fundamental basis of cancer and apply that knowledge to developing new treatment strategies for cancer patients. Our advanced research programmes span a spectrum of cancer research, from the molecular and cellular basis of cancer through to drug discovery, translational research and clinical trials.

The Institute has access to outstanding laboratory facilities and exceptional core services, including next generation sequencing, microarrays, confocal microscopy, bioinformatics, histology and mass-spectrometry.





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How to apply?

To apply for this position please complete the online application via 'Apply Now'. Please ensure you detail the names of two referees and ensure you submit your application before the closing date specified.

For any informal enquiries about this post, please contact Caroline Wilkinson:
caroline.wilkinson@cruk.manchester.ac.uk

Please note this vacancy will close for applications at 18:00 hours on the closing date specified.

Job Description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date, please ensure that you save a copy of this document.



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Disabilities and alternative formats

The University of Manchester is a disability confident Leader and is committed to supporting disabled people in recruitment, employment, and career development. We will make reasonable adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so. Therefore, if you have any additional support needs throughout the recruitment process or require documentation in alternative formats, please do not hesitate to contact the HR Department, for further information, on:

Tel: +44 (0)161 306 9752 / +44 (0)161 200 8870

Email: jobs@cruk.manchester.ac.uk



The Disability Confident scheme, accredited by the Department for Work and Pensions (DWP), helps employers recruit, retain and train great people. Disability Confident organisations play a leading role in changing attitudes about, and increasing understanding of, disability. There are three levels of the scheme with Leader being the highest.

CANCER RESEARCH UK MANCHESTER INSTITUTE JOB DESCRIPTION

JOB DETAILS

Job Title: Home Office Liaison Contact and Named Training and Competency Officer (HOLC NTCO)

Grade: P3 (CRUK Non-Scientific Pay and Grading Framework)

Department: Operations

Division: Cancer Research UK Manchester Institute (CRUK MI)

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. Chief Operating Officer
2. Biological Resources Unit (BRU) Experimental Manager for training support

RESPONSIBLE FOR

- As NTCO, oversight of the delivery of training and competency across all Animal (Scientific Procedures) Act 1986 (ASPA) related research at the Institute ensuring compliance with regulatory and ethical standards
- As the Home Office Liaison Contact (HOLC) providing support for the legal and administrative requirements associated with animal research at the Institute
- Secretariat support for the Animal Welfare and Ethical Review Body (AWERB)

JOB PURPOSE

- To assist the Establishment Licence Holder for the CRUK Manchester Institute in ensuring compliance with the Animals (Scientific Procedures) Act 1986 and associated legislation.
- To act as the primary contact between the Institute and the Animals in Science Regulations Unit at the Home Office (Home Office Liaison Contact).
- To provide licencing advice and guidance on animal procedures to all staff working under A(SP)A and support Named Individuals in carrying out their roles.



- To act as the Named Training and Competency Officer (NTCO) providing oversight to ensure that all those dealing with animals are adequately educated, trained and supervised until they are competent and that they continue to undertake appropriate further training to maintain their expertise.

DUTIES AND RESPONSIBILITIES

- Have detailed knowledge and understanding of the Animals in Scientific Procedures Act (1986) A(SP)A and keep up to date with associated legislation including that relating to the export and import of laboratory animals
- Act as the primary Home Office Liaison Contact (HOLC) between the establishment and the Home Office ASRU (Animals in Science Regulation Unit)
- Represent the Institute at the Home Office Liaison, Training and Information Forum (HOLTIF)
- Advise licensees on legislation and the application, amendment and renewal of licences, and the import and export of animals to/from the establishment
- Advise individuals on the training they will need to have completed in order to be issued with the licence(s) they seek and on any practical training and supervision they will need after they have received their licence
- Arrange Home Office modular training courses for prospective licensees
- Maintain oversight of an in-house skills training programme and records of training/competency for all licensees, including the Schedule 1 register for the establishment
- In collaboration with the BRU Facility Managers set local standards for training, supervision, competence and continuing professional development for those caring for animals, carrying out procedures, and designing projects and studies
- Oversee a CPD programme for licensees and ensure records, including certification, are maintained
- Ensure that competence is maintained, evidence of such is recorded, and establish mechanisms to identify refresher training requirements
- Oversee assessment of Licensees' adherence to approved procedural methods and processes
- Maintain a record of the licenses held by the establishment and validate fees payable to the Home Office
- Act as secretariat to the local AWERB (e.g. arranging meetings, taking minutes) and facilitate Project Licence reviews (including retrospective reviews)
- Be an active member of and provide advice to the AWERB at the Institute on matters related to education and training



- Collate the annual Return of Procedures data and forms for return to the Home Office
- Co-ordinate review and submission of Standard Condition 18 forms and other reports to ASRU
- Co-ordinate ASPA related licensees meetings
- To perform other functions consistent with the position, nature of the post and as determined by the Establishment Licence Holder

STANDARDS OF PERFORMANCE

- ◆ Work efficiently, cost-effectively and in a flexible manner
 - ◆ To meet objectives within pre-determined timescales
 - ◆ Effective communication 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 an environment that is conducive to positive mental health and wellbeing
 - ◆ 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 attributes, competencies and other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: Home Office Liaison Contact and Named Training and Competency Officer

	<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	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	• Relevant degree(s) in biological or biomedical sciences or equivalent, or IAT National Certificate in Animal Technology • Current or previous ASPA Personal Licence Holder	• Previous experience managing activity of an ASPA Project Licence • Project Management qualification	Certificates
EXPERIENCE	• Significant experience in animal laboratory science • Proven experience of managing projects and/or a service • Experience as a Home Office Licence holder	• Experience with rodents (especially mice) • Experience with transgenic models • Experience with cancer models • Experience of surgical and non-surgical techniques • Interactions with ASRU • Positive contributions as a committee member • Experience as a committee secretariat • Experience of using ASPeL (Animals in Science Procedures e-Licensing)	CV, references, publications and interview

SKILLS	• Ability to handle confidential data appropriately • Accurate, comprehensive record-keeping • Computer literate, familiarity with MS office package • Effective organisational skills, time management and ability to multi-task • Proven problem-solving capabilities, innovative approach to problem solving • Effective communications skills • Ability to deal with issues in confidence • Proven administrative organisational ability with attention to detail • Minute taking • Setting goals, respond to challenges and take the initiative	• Able to give clear presentations on complex issues • Advanced skills with Office applications e.g. excel and access • Networking across institutes • Ability to apply AI to routine processes	CV, references, publications and interview
KNOWLEDGE	• Knowledge of ASPA 1986 • Knowledge of ethical review	• In depth knowledge of ASPA 1986 • Knowledge of Home Office Code of Practice, ARRIVE, PREPARE and OBSERVE	CV References and Interview



OTHER	• To show commitment to equality and fairness and integrity in dealing with others • Ability to work to strict deadlines • Ability to work well within a team framework as well as on an individual project • Self-motivated, meticulous, interactive and organised • Ability to maintain accurate records • To be willing to work across organisational boundaries • To seek new knowledge and share ideas • To be open and responsive to change and innovation • Willingness to travel	• Willingness to travel	Interview and References
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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 is consistently ranked as the best liveable city in the UK by the Economist Intelligence Unit. In 2021, Manchester was ranked in the top 3 of the TimeOut World's Best Cities list with the comment, "the friendliest city with the best community spirit and top-notch nightlife including its Gay Village and Northern Quarter in the heart of the city." It has a highly cosmopolitan atmosphere, and its cultural life is internationally renowned.

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.



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. 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 in Wales are also within easy reach.





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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 network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and includes connections near to the Institute.

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.

Amongst the 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.





OUR BENEFITS PACKAGE

Facilities and General Discounts

We have a wide range of fantastic facilities for you including coffee shops, cafes, and restaurants in various buildings on Oxford Road, library, museum, art gallery, theatre (providing music and drama) and the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these, many of which are free to staff. Staff also have a plethora of discounts available to them on fitness, entertainment, restaurants, hotels, supermarkets, and online retailers.

Health and Fitness

We have a fantastic range of sports and fitness programmes across three of the best sports facilities in the city of Manchester. Each of our facilities provides something for everyone and are in convenient locations across Oxford Road, Fallowfield and all the way into the City Centre. Staff have a discounted membership to these facilities.

Wellbeing

The Institute is committed to supporting staff wellbeing and have a range of resources available. This includes a free 24/7 helpline through our Employee Assistance Programme which allows staff to talk in confidence to trained counsellors and advisers on areas like emotional, physical, and mental health.

The University's counselling service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. It is accessible to all staff and is part of a wider network of help and support; and can advise on where else to seek help and make referrals to NHS mental health services.

The University's Occupational Health service provides confidential services to protect the health of staff and ensures that all health issues are effectively managed. Additionally, the Institute has wellbeing working groups and employee champions to support staff.

We offer a generous annual leave allowance of 32 days per year, (pro rata for part time staff) plus bank holidays for England. The Institute gifts an additional day's leave on Christmas Eve.

Travel

The Institute is committed to reducing its environmental impact and actively supports and promotes travel by sustainable means. We work closely with The Christie NHS Foundation Hospital to have a green travel plan that aims to provide a package of measures that increase the travel options available to staff. These options include as a Cycle to Work Scheme and annual interest-free travel loans with Northern Rail, Stagecoach and Metrolink.

Family Friendly Support

If you have childcare responsibilities the Institute can provide you with a range of support to assist you in balancing your work and home life commitments. Information is available on the government's Tax Free Childcare Scheme and The University's Workplace Nursery Scheme. We also have a range of family friendly policies and staff have the right to request to work flexibly.

Equality, Diversity, and Inclusion (EDI)

The Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality. The Institute has an EDI committee which provides leadership, drive and strategic direction on equality, diversity, and inclusion across all parts of the Institute. The committee will seek to promote cultural change and ensure that the EDI action plan is embedded across all functions of the Institute.

Personal Development

Whether you are a research scientist, technical or operational staff, you will receive excellent on the job training and an opportunity to share skills experience and expertise in a collaborative environment. The Institute has a range of training available for support and professional development.

Disability

The Institute is committed to providing a positive working environment free from discrimination, harassment, or victimisation due to a disability where all staff are treated with respect and dignity. The Institute has access to a Disability Advisory and Support Service (DASS) which has a dedicated disability adviser for staff to provide advice, guidance and support about a range of practical adjustments in the workplace.

Pension

We have two generous pension* schemes to provide benefits for you and your family. For more details, please contact the HR department.

**the pension scheme applicable for this role can be found in the Terms and Conditions section found at the end of this document.*





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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 HR Department as soon as possible so that this can be arranged on:
Tel: +44 (0)161 306 9752 / +44 (0)161 200 8870
Email: jobs@cruk.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 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 BST (British Summer Time).
6. Candidates need to bring along their passport to interview, a copy of which will be taken for our records, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the HR Department prior to the interview on:
Tel: +44 (0)161 306 9752 / +44 (0)161 200 8870
Email: jobs@cruk.manchester.ac.uk

7. MS Teams or **Zoom interview with or without presentation:**
Instances may arise where we propose to hold an online interview as a (first stage) selection process. If this is the preferred method of interview, this will be



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stated on your invite to interview email. 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 MS Teams/Zoom interview. 24 hours prior to interview we will require:

- A contact telephone number emailed to jobs@cruk.manchester.ac.uk along with a scanned copy of passport for ID purposes
- Where applicable, a copy of your presentation emailed to: jobs@cruk.manchester.ac.uk.

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, for this interview to go ahead.

The criteria will be consistent with all other candidates.





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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 of Home Office Liaison Contact and Named Training and Competency Officer is on a Cancer Research UK pay scale. It's on a P3 grade with a salary range of £42,000–£50,000 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 on the penultimate last working day of the month.
- There are 32 days holiday per year plus Bank Holidays for England.
- Duration of contract is permanent.
- Working hours are 35 hours per 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.
- 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.
- Successful overseas candidates may be eligible to claim reimbursement of expenses to cover their visa and National Health Surcharge costs, if



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required. Overseas candidates will be required to meet the eligibility criteria as specified in the skilled worker points-based system.

Please note reimbursement does not extend to include family members, although a loan scheme is available.

- The appointment will be subject to a satisfactory pre-employment enhanced 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. More information about this can be found on our 'Our Benefits Package' page or by contacting the HR Department.

Please note there are car parking restrictions imposed around these sites.



**DON'T FORGET TO FOLLOW US ON SOCIAL
MEDIA**

#LifeAtCRUKMI



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**THANK
YOU!**



Cancer Research UK Manchester Institute is a Research Institute within
The University of Manchester and is core funded by Cancer Research UK