



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Biomedical Services Research Facility Manager

Faculty of Biological Sciences



Salary: Grade 7 (£39,355 - £46,735 p.a.)

Reference: FBSBS1006

Available on an ongoing basis

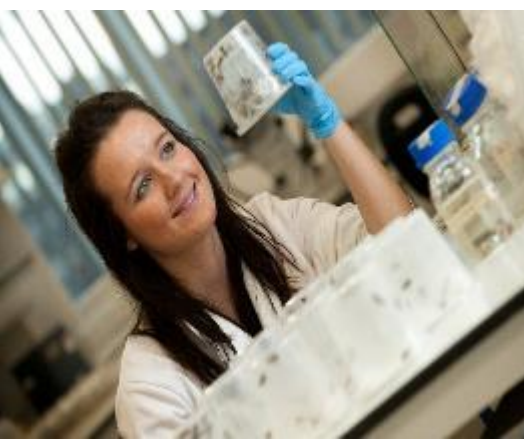
This role will be based principally on the University campus. We are open to discussing flexible working arrangements.

Biomedical Services Research Facility Manager Faculty of Biological Sciences

You will manage the day-to-day running of the University Central Biomedical Services Facility (CBS), including operational coordination, staff supervision, and ensuring a safe and compliant working environment. The role focuses on delivering a reliable service to research facility users, maintaining standards, and supporting compliance with relevant regulations. You will contribute to the smooth functioning of CBS through practical support and collaboration with colleagues and users.

For this role you should have a degree in a relevant discipline (or equivalent experience), and knowledge or experience of NACWO responsibility plus Home Office requirements and responsibility to compliance. You should also have experience of managing in a relevant laboratory or research facility environment, and good communication skills with a team-focused approach.

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences currently holds a Silver award. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.



Main duties and responsibilities

As Biomedical Services Research Facility Manager, your main duties will include:

- Manage the day-to-day operations of the research facility, ensuring coordination of staff activities, health & safety compliance, and general user support;
- Maintaining records and meeting relevant Establishment Licence conditions on behalf of the Licence-holder. Contribute to internal reporting and documentation as required;
- Ensuring policies and procedures are in place, and that processes are clearly defined and that the Research Facility demonstrates compliance with regulatory and institutional regulations;
- Provide line management to a small technical team;
- Manage the research facility budget and resource use, ensuring efficient use of consumables and supplies;
- Developing and maintaining relationships with users to a high professional standard and be responsive to their needs; reviewing and implementing service development in response to issues raised by the CBS User group;
- Keep fully up to date with new policies and legislative changes, advising colleagues, researchers and University committees and panels as required;
- Named Animal Care and Welfare Officer (NACWO) oversight to ensure that the Facility operates within guidelines and demonstrates compliance with Home Office requirements;
- Liaising with NVS and NACWOs to make recommendation for the refinement of research project protocols with the aim to improve animal welfare and adopting good ethics particularly in relation to the 3Rs. Assisting with advice and assistance in relation to technical matters relating to animal welfare;
- Support the implementation of risk management procedures. Reviewing performance and identifying new methods, processes, and strategies as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

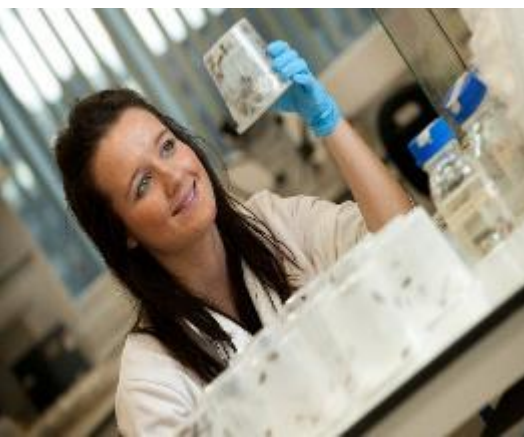
- A degree in a relevant discipline (or equivalent relevant experience);
- Knowledge of NACWO responsibility plus Home Office requirements and responsibility to compliance, including in-depth knowledge of the Animals (Scientific Procedures) Act 1986;
- Current or previous holder of a Home Office Personal License, and experience of performing regulated procedures;
- Experience of managing in a relevant laboratory or research facility environment;
- Experience supporting staff in a technical or operational setting;
- Experience of budgetary processes and resource tracking;
- Excellent IT skills, with the ability to use MS Office (Word, Excel, PowerPoint) and experience or knowledge of database management/use;
- A working knowledge of the 3Rs, ideally with experience of implementing 3Rs strategies;
- Proficient time management and planning/organisational skills;
- Excellent interpersonal skills and an ability to liaise effectively with staff at all levels throughout the University/Faculty/Schools and with outside contacts;
- Good communication skills with the ability to liaise with a range of stakeholders;
- Team focussed approach; able to work well both independently and as part of a team;
- A proactive approach to problem-solving and supporting team activities;
- The ability to develop and maintain positive working relationships with colleagues and stakeholders.

Desirable

- Institute of Animal Technology (IAT) Level 3 (or above) qualification;
- You may have undergone training in, or hold, roles as NACWO, NIO and/or NTCO.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Your application should include:

- A supporting statement describing how your skills and experience make you suitable for the role (no more than two sides of A4, minimum font size 11);
- A curriculum vitae.

Contact information

To explore the post further or for any queries you may have, please contact:

fbsjobs@leeds.ac.uk

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen, this may be your status under the EU Settlement Scheme.

Additional information

Find out more about the [Faculty of Biological Sciences](#).

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Working at Leeds

We are a campus-based community. Regular interactions with the Faculty on campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Appointment to this post will be subject to appropriate security checks being carried out with your permission by a third party company

Security checks

Appointment to this post will be subject to appropriate security checks being carried out with your permission by a third party company

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Salary Requirements of the Skilled Worker Visa Route

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen, this may be your status under the EU Settlement Scheme.

