Job Description

Comp ID:	036126
Job Title:	Chief Technical Officer 1
School/Department:	Comparative Medicine Unit
Job Category and Level:	Technical – Chief Technical Officer 1

The Purpose of the Role

The Comparative Medicine Unit (CMU) in Trinity College Dublin (TCD) seeks applications for the role of Chief Technical Officer 1 (CTO1). This is an important and dynamic role whose primary function is to provide effective technical and operational management of the unit as it strives to deliver the best possible service and the highest standards of animal care for its users. As line manager for the technical and laboratory attendant staff, the postholder has a key role in ensuring the implementation of university safety policies within the unit and must have strong interpersonal skills, technical knowledge and understanding. The successful applicant will be required to assume the role of Animal Care & Welfare Officer (ACWO). In this capacity s/he will be responsible for overseeing the care and welfare of the animals in the establishment and will be an active member of the Animal Welfare Body (AWB) and Animal Research Ethics Committee (AREC). The CTO1 role requires an individual who is committed to overseeing day-to-day technical matters while furthering the longer-term objectives of the unit. The postholder is a key figure in ensuring that the CMU acts responsibly to embrace the complexities of modern biomedical research and the changing legislative environment, and consistently works at the forefront of best practice in terms of animal husbandry and care.

Context

The CMU is the central animal services unit in TCD. It is registered and approved under EU and National legislation (SI 543 of 2012) by the Competent Authority, which under directive 2010/63/EU is the Health Products Regulatory Authority (HPRA) in Ireland. It provides a comprehensive research service to all approved researchers who use animals or animal products. CMU staff operate within several physical locations across the University to support ground-breaking biological and medical research in areas such as Biochemistry, Immunology and Genetics. The successful applicant will work as part of the management team, which together with the Technical Officers, Laboratory Attendants and Veterinarians form this vibrant and dynamic unit.

Main Responsibilities

This is a (non-exhaustive) list of the tasks, duties, and responsibilities of the role.

Human Resource Management

The CTO1 will

- act as line manager of technical and laboratory attendant staff. This will involve hands-on and technical leadership, leading by example, distributing workloads and organizing staff meetings and developing strong professional, cooperative relationships to ensure the effective operation of the unit.

- supervise technical and laboratory attendant staff including work schedule planning, work distribution, communication, team working and promote the continued professional development of staff.

- assist with the hiring and training of new technical and laboratory attendant staff, undertake performance evaluations, and perform routine inspections of work performed by the staff reporting to them.

Facility Resource Management

The CTO1 will

- monitor the unit including environmental parameters related to legislative requirements, and facility operations for reporting and audit purposes.

- provide managerial and technical support for the efficient breeding of rodents (including mutant, wild type, and transgenic colonies). Supervise, oversee, and maintain animal records and manage animal orders.

- authorise and control expenditure on technical services, supplies and support staff; manage inventories and stores.

- assist with managing the budget including the preparation of financial documentation for planning purposes.

Information Resource Management

- The CTO1 may be required to serve as the information officer relating to animal use and welfare for TCD. With the support of the Animal Welfare Body (AWB), the information officer prepares and distributes a monthly electronic newsletter to all users of the facility to keep them abreast of the developments in laboratory animal science.

Quality Management

The CTO1 will

- operate a Quality Management Program in CMU, focusing on customer satisfaction and benefits to all members of CMU, the university's animal research community and to society.

- develop institutional animal care-and-use policies, programmes, and standard operating procedures to comply with regulations, policies, and nationally accepted standards.

Education and Training Management

The CTO1 may be required to act as the establishment training officer.

- The establishment training officer is responsible for the education and training of staff and is expected to ensure that systems are in place to verify that the personnel working with animals are trained to the necessary standards and supervised until they have demonstrated the requisite competence. The training officer participates in the organization of training events, and trains and mentors the CMU technical and laboratory attendant staff in support of their continuous professional development.

Regulatory Compliance

The CTO1 will

- serve as the Animal Care and Welfare Officer (ACWO) in TCD responsible for overseeing the welfare and care of the animals in the establishment.

- be an active and engaged member of Animal Welfare Body (AWB), Animal Research Ethics Committee (AREC) and CMU Executive Committee. As a member of these committees the individual will support the mission and operation of the unit by participating in working groups, facilitating inspections of the animal facility by members of the AWB, reviewing and advising on animal use protocols and reporting on operational matters as part of the senior management team.

- actively participate in regulatory inspections, in the preparation of reports to governmental and accreditation agencies and be cognizant at all times of the need for compliance with legislative requirements, policies, and national/European standards.

- engage with the College's Estates and Facilities Office to maintain and monitor environmental conditions.

Safety Management

- The CTO1 will contribute to and support the implementation of university safety policy in the unit.

Public Affairs

- The CTO1 will support the CMU Director in responding to inquiries, problems, and concerns from faculty, staff, students, the public and regulatory agencies regarding the care and use of vertebrate animals for research, testing or teaching at Trinity College Dublin.

- The CTO1 will support the CMU Director in managing Freedom of Information (FOI) requests.

Other

- Such other activities related to the management and organisation of unit resources as required.

Person Requirements

The postholder will require the following knowledge, skills, and attributes for successful performance in the role.

Qualifications

Essential

- **From 1 January 2007 onwards**: New entrants to the Irish public sector must have an honours degree. In addition, they should have a MSc qualification or equivalent postgraduate qualification, preferably in a relevant biological or veterinary discipline, or a minimum of Institute of Animal Technology (IAT) level 6.

- **Before 1 January 2007:** Current Irish public sector employees must have a national certificate in Science and Health (i.e. a higher education qualification in a Science and Health discipline offered by an Institute of Technology or HETAC-designated institution in Ireland) and substantial experiential learning in an academic/technical environment.

- The minimum entry point will be the 1st point of the Chief Technical Officer 1 scale. Candidates should note that a different starting salary may apply if, immediately prior to appointment, the successful candidate is a serving public or civil servant.

Desirable

- Further qualification in laboratory animal science/medicine, animal care and welfare.
- Fellow of the Institute of Animal Technology

Knowledge & Experience

Applicants must have a minimum of three years' demonstrable relevant experience working in a similar position managing a technical facility and an understanding of the organisation and planning related to same, ideally in a university teaching and/or research environment. Applicants must also have experience of staff management and proven ability to make decisions and manage people and situations effectively.

Candidates for this post should have:

Essential

- Experience of direct supervision and training of technical staff and/or laboratory attendant staff.
- At least three years proven experience of organising the day-to-day operation of a technical facility.
- Direct hands-on experience of breeding and maintenance of laboratory rodents including transgenics and mutant strains.
- Direct experience of welfare and husbandry including caging and housing needs, environmental monitoring and enrichment opportunities, nutritional, physiological and biological requirements.
- An understanding of the design of animal experiments and the application of the 3Rs (reduction, refinement and replacement).
- An understanding of the legislation, regulations, ethics and accepted standards relating to laboratory animal use and the ability to advise and communicate these with others.
- Understanding of data protection and working within a confidential data environment.
- Understanding of animal anatomy and physiology.
- Understanding of rodent anaesthesia and analgesia and basic animal procedures such as blood sampling, injections and cannulations.
- A working knowledge of pre- and post-operative care of common laboratory species.
- Recognising variance from normal animal health and behaviour, adverse effects, and humane end points in animals under their care.
- Ability to perform euthanasia using the methods approved and authorised.

Desirable

- Experience of working in an academic environment.
- Experience in implementing health and safety policy and procedures in an academic or industrial environment.
- Experience of working in a barrier specific pathogen free (SPF) unit.

Skills & Competencies

- The successful applicant will support the designated veterinarian and management team in training and mentoring a team of technicians and laboratory attendants, excellent interpersonal communication skills are essential.
- Ability to mentor staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Ability to manage operations and personnel efficiently; to recruit, train, motivate and retain staff.
- Ability to manage workloads and adhere to deadlines.
- Ability to work within internal organizational structures and procedures in a manner that is cognizant of external legislative requirements and responsive to the needs of the unit.
- Excellent numeracy and I.T. skills including budget preparation and management tools: MS Office, Databases, web-based engagement, Building Management System.
- Excellent oral, written and communication skills.
- Ability to facilitate constructive and progressive organisational change and recognise opportunities to improve current practices and processes.
- Strong commitment to the promotion of animal welfare in research.
- Ability to inspire others to work at their best and to promote a culture of care amongst staff.

Personal attributes

- Proven ability to work in a professional and confidential manner that is alert to the needs of an active research environment and responsive to the requirements of external regulatory authorities.
- Ability to use judgment, think strategically, analyse logically and cogently and persuasively present summaries and recommendations.
- Highly motivated individual with strong technical and organisational skills.

- Ability to work effectively both independently and as a member of a team.
- Possess excellent communication, negotiation and interpersonal skills within a team with diverse levels of expertise.
- Pro-active with a flexible and collaborative approach to their work.
- Conscientious with attention to detail.
- Promote a culture of high performance and commitment to consistent high standards.
- Self-reliant, good problem solver and goal oriented.

Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	Decision-making	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	Achieves Results	Delivers results by setting direction, planning, executing and evaluating impact.

To assist the selection process, candidates should submit a full Curriculum Vitae (with contact details (email) of three referees) and a Cover Letter (2 x A4 pages) that specifically address the requirements of the post and the following in particular.

1. Candidates must have at least 3 years of experience of working with laboratory rodents and organising the day-to-day operation of an animal research facility. This may have involved oversight of laboratory animal care and welfare. Applicants should outline their knowledge and experience to date.

2. An understanding of the ethical principles, European regulations, legislation and accepted standards as they apply to the use of animals for research is essential. The applicant should indicate their level of knowledge, how they obtained this, and any experience acquired to date in regulatory affairs.

3. An understanding/direct experience of breeding laboratory rodents is essential. Applicants should outline their level of knowledge and experience and indicate how they acquired this.

Further Information

Informal enquiries about this post are welcome and may be made to Dr Jose Manuel Sanchez-Morgado (sanchej@tcd.ie), Director, Comparative Medicine Unit.

Comparative Medicine Unit https://www.tcd.ie/comparativemedicine/about/
Faculty of STEM http://www.tcd.ie/stem/

Snapshot of the Faculty

The Faculty of Science, Technology, Engineering and Mathematics is located at the east end of the Trinity campus. It brings together eight schools that deliver discipline-specific research and training (**Biochemistry & Immunology, Chemistry, Computer Science and Statistics, Engineering, Genetics & Microbiology, Mathematics, Natural Sciences, Physics).** Each School produces graduates that are leaders, innovators and doers in STEM education and research, in Ireland and beyond.

As well as these eight schools, the Faculty is made up of three Trinity College Research Institutes, five National Research Centres and three Units. Together these represent approximately 30% of the staff in the College.

Researchers in the Faculty address challenges that are complex and multi-faceted. They do this by continuously asking the fundamental questions of how? and why? They seek out answers to current and future challenges in climate change, food and water security, sustainable urbanisation, personal privacy, healthy ageing and eradicating infectious diseases. They lead innovations at the frontiers of science and technology often in high-level multi-disciplinary teams based within the Schools, Research Institutes and Centres.

The three Trinity Research Institutes are:

- **CRANN -** The Centre for Research on Adaptive Nanostructures and Nanodevices
- **TBSI -** Trinity Biomedical Sciences Institute
- **TCIN -** Trinity College Institute of Neuroscience

The four National Research Centres are:

- **ADAPT -** The SFI Centre for digital content and media innovation
- **AMBER -** The SFI Centre for Advanced Materials and BioEngineering Research
- **CONNECT -** The SFI Centre for digital content and media innovation
- **ENABLE -** Connecting communities with smart urban environments through the Internet of Things

The three units that support our teaching and learning mission are:

- **Biology Teaching Centre -** responsible for the coordination of all Biology teaching to Junior and Senior Freshman students in Science, as well as providing service teaching to other groups within the College.
- **Comparative Medicine Unit -** aims to advance knowledge and improve the health and well-being of humans and animals by servicing, and providing, world-class facilities and infrastructures, to the Trinity research community.
- **Science Course Office -** responsible for facilitating the Junior and Senior Fresh undergraduate Science Programmes.

Trinity College Dublin, the University of Dublin

Trinity College Dublin, the University of Dublin is Ireland's leading university, one of the top ranked universities in Europe and a member of the League of European Research Universities. It is currently ranked 98th in the QS World University Rankings 2023. Founded in 1592, the University is steeped in history with a reputation for excellence in education, research, and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Science, Technology, Engineering and Mathematics; and Health Sciences.

The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success. Our research charter outlines the principles that are central to our research vision: **www.tcd.ie/research/about/charter**

Trinity has developed **19 broad-based multidisciplinary research themes** that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. Trinity is also home to five leading flagship research institutes:

- **Trinity Biomedical Sciences Institute (TBSI)**
- **Trinity College Institute of Neuroscience (TCIN)**
- **Trinity Translational Medical Institute (TTMI)**
- **Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)**
- **Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)**

Trinity is the top-ranked European university for producing entrepreneurs for the past seven successive years and Europe's only representative in the world's top-50 universities (Pitchbook Universities Report 2021).

Trinity has been incorporating sustainability right across the university. Commitments to sustainability have been made in the Strategic Plan (2020 – 2025) and via Trinity's environmental sustainability practices under nine goals in areas that range from biodiversity to sustainable transport and green procurement.

For more on these sustainability commitments, please visit **www.tcd.ie/provost/sustainability/initiatives**

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 7 million printed items, 500,000 e-books and 150,000 e-journals.

With over 130,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist, Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship, and dedication to societal reform.

Rankings

Trinity is the top ranked university in Ireland and ranked 98th in the world (QS World University Rankings 2023). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 17 subjects (QS World University Rankings by Subject 2021).

Full details are available at:
www.tcd.ie/research/about/rankings