

Bio Resource Unit (BRU)

BRU Co-ordinator

(3 year contract)

Introduction

The Bio Resource Unit (BRU) at DCU provides a professional service to the research and academic staff in the University, where the highest ethical standards are fostered.

We are currently looking for a suitable candidate for the position of Bio Resource Co-ordinator to ensure compliance with all relevant national and European legislation in the day-to-day operation of this facility. The BRU, which primarily services the Faculty of Science and Health, supports a relatively small number of end-users and oversees all aspects of animal welfare, animal breeding and husbandry. The successful candidate will be appointed as the Animal Care and Welfare Officer and the Training Officer for the Establishment.

Duties and Responsibilities

Reporting to the Director of Research Support, the appointee will have the following duties and responsibilities:

- Performing routine animal husbandry (care, feeding, watering and cleaning), enforcing proper sanitation, maintenance, verification and record keeping;
- Ensuring that the BRU is appropriately run, that all legislative requirements are met in full, that all protocols and procedures associated with a facility of this nature are in place and that they are reflective of best practice in the area, and that efficient and effective levels of operation are maintained within the Unit at all times;
- Line managing staff, providing leadership, organising the smooth running of the BRU, and setting and maintaining high standards of effectiveness and efficiency;
- Ensuring that provision is made for the development and training needs of BRU staff and researchers, and assuming responsibility for the operation of the Performance Management & Development Scheme within the team;
- Reporting to the Environmental Protection Agency (EPA) and the Irish Medicines Board (IMB), ensuring that all BRU users comply with licences issued by those agencies;
- Managing import licences regulated through the Department of Agriculture, Fisheries and the Marine;
- Liaising with the Healthy Living Centre, DCU, in order to manage the occupational health screening of all BRU users;
- Serving as the day-to-day point of contact with the IMB, and liaising with that agency as appropriate;
- Serving on and reporting to DCU's Bio Resource Advisory Group (BRAG), Biological Safety Committee (BSC) and Research Ethics Committee (REC) on matters of relevance, and providing input and advice to these and other University committees or units as required;
- Liaising with external experts to ensure regulatory compliance and quality control within the Unit;
- Overseeing the maintenance of stock inventories and control of purchasing within the Unit;
- Developing and updating SOPs, maintenance and training schedules;
- Monitoring compliance with all relevant health and safety rules and regulations;
- Liaising with the Animal Welfare Body, the Research & Innovation Support Unit, Technical Officers and other staff within the University to achieve efficiencies and economies of scale in areas of activity common to Units within the Faculty;
- Adhering to the BRU budget, including preparing expenditure forecasts and issuing invoices for maintenance charges;
- Discharging other duties that may be assigned in line with the changing needs of the Unit, the Faculty and the University.

Qualifications and Experience

Applicants for the above post should hold an honours degree and a recognised qualification in Animal Technology (e.g. Registered Animal Technician) or Veterinary Medicine. In addition, candidates should have

at least five years' experience in this area. Experience of working at senior level within a large multi-disciplinary organisation would be an advantage. Applicants should have excellent technical, communications and interpersonal skills, be highly motivated and have relevant experience of working in a Bio Resource Unit.

Competency in relevant procedures and technologies, or the ability to acquire such competency quickly and effectively, is essential. Ability to perform the following tasks will be a distinctive advantage: all aspects of husbandry, handling of genetically modified organisms (GMOs), breeding and plug checking, injection techniques, blood collection including cardiac puncture, various forms of anaesthesia, and general surgery.

Applicants should ideally have experience in the line management of personnel and be knowledgeable of current national and EU legislation related to the running and maintenance of a specific-pathogen-free (SPF) barrier unit.

Due to the changing nature of the research environment and the University at large, it is inevitable that developments will take place that will affect the range of duties and responsibilities of the post holder. The duties and responsibilities attached to this post will be determined on an ongoing basis in consultation with relevant stakeholders.

Salary will be commensurate with experience and qualifications.

Closing date: 06th August 2014

Planned Interview date: It is envisaged that interviews for this position will be held on Friday 29th August 2014

Informal Enquiries

Informal enquiries in relation to the post should be directed to:

Dr. Ana Terres, Research and Innovation Support, Dublin City University, Dublin 9.

Email: ana.terres@dcu.ie Phone: +353 1 700 7011

Application Procedure

Applications forms are available at: <https://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: hr.applications@dcu.ie

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