



JOB DESCRIPTION

Job Title:	Biological Safety Advisor
Department / Unit:	Health and Safety Office
Job type	Professional Services
Grade:	RHUL 7
Accountable for:	Head of Health and Safety Operations Biological Safety Officer
Purpose of the Post	
To advise the Health and Safety Officer, the Biological Safety Officer, and the Department of Biological Sciences Technical Operations Managers (TOM) on compliance with regulations and guidance relating to Biological Safety. To complete audits and act as a critical friend for the Generically Modified and Biological Safety Working Group (GMBSWG).	
Key Tasks	
Audit laboratories and research facilities for compliance with Health and Safety regulations particularly those related to Biological Safety. Audit reports will be sent to the Biological Safety Officer and presented at meetings of the GM and Biological Safety Working Group (GMBSG). Three sets of audits per year, each taking between half and one day, covering up to three laboratories.	
Attend termly meetings of the GMBSG to offer and advice and guidance on ensuring the College is complying with biological safety legislation and regulations.	
Review GM risk assessments, Codes of Practice and other documentation pertaining to Biological Safety. Provide guidance on improvements needed to meet developing best practice.	
Respond to queries relating to Biological Safety from the Health and Safety Office (HSO) and Department of Biological Sciences and give advice as appropriate.	
Other Duties	
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.	
Internal and external relationships	
The following list is not exhaustive, but the post holder will be required to liaise with: Director of Health, Safety, and Business Continuity Head of Health and Safety Operations Biological Safety Officer Health and Safety Co-ordinator, Biological Sciences	

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Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: Health and Safety Office

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Technical and scientific education to degree level in a related field	X		Application
Post-graduate qualification in a biological science related field		X	Application & interview
Detailed knowledge of working with hazardous micro-organisms	X		Application & interview
Experience working with hazardous micro-organisms at Containment Level 2 or above		X	Application & interview
Detailed knowledge of regulations related to GM and biological sciences	X		Application & interview
Detailed working knowledge of standards for laboratories and facilities for contained use of hazardous organisms.	X		Application & interview
Skills and Abilities			
Writing succinct but comprehensive audit reports for biology laboratories and facilities.	X		Application & interview
Reviewing risk assessments and codes of practice relevant to biology laboratories	X		Application & interview
Providing templates and examples of risk assessments and codes of practice to be adapted to College use			Application & interview
Experience			
Auditing of laboratories and facilities for compliance with Biological Safety regulations	X		Application & interview
Experience working in Higher Education or in a Research and Development environment		X	Application & interview
Other requirements			
Ability to communicate effectively and credibly with academic and technical staff	X		Interview
Ability to succinctly summarise complex scientific information for senior management	X		Interview