



Project Licence Portfolio Manager

ABOUT RXCELERATE

The RxAccelerate group is an out-sourced drug development platform and is one of the fastest growing companies in the UK. We are currently looking to recruit an Animals in Science Project Licence Portfolio Manager to oversee and facilitate the management of RxAccelerate's Personal Procedure Licences (PPLs) and to support other PPL holders within the organisation. This role sits within the *preclinical biology* division, which is a growing team of scientists with differing and complementary levels of expertise in many different *in vivo* techniques and clinical disease areas. Our *in vivo* scientists specialise in working with clients to develop bespoke preclinical animal models that are fit for purpose, translate to the human clinical disease and that answer specific research objectives.

THE ROLE

At present RxAccelerate have two service PPLs, which focus on diseases with an inflammatory component and bleeding disorders respectively. Each PPL has a diverse range of supporting protocols spanning many techniques and procedures. However, as we expand and our research areas diversify and grow it has become apparent that we now need to establish a portfolio of licences. The Project Licence Portfolio Manager is expected to oversee RxAccelerate's group of PPLs, and in collaboration with *in vivo* Scientists amend, write new and renew current PPLs as required. The post holder is expected to be fully conversant in the Home Office guidance on how to carry out scientific research and testing using animals and how to apply for a licence using ASPeL. Ideally, they will have held a PPL previously and been part of an ethical review process. The candidate is expected to be a methodical worker with keen attention to detail and have the ability to translate their understanding of the drug discovery process for a broad range of disease areas into working project licences. Since RxAccelerate offers a dynamic and exciting working environment this role will provide variety in the projects undertaken, as part of a supportive and collaborative multidisciplinary company.

Main Responsibilities

- Be custodian of all PPLs held at RxAccelerate.
- Oversee and work closely with other PPL holders to ensure compliance.
- Chair the internal Project Support Team and take responsibility to amend, renew and write new PPLs as required, whilst adhering to deadlines.
- Keep up to date with current Home Office guidance and Animals (Scientific Procedures) Act (ASPA) on how to carry out scientific research and testing using animals and disseminate information to others.
- Uphold the principles of the 3Rs in everything we do.
- In collaboration with the Preclinical Director and Preclinical Team Managers, maintain awareness of all experimental work carried out.



- Proactively identify and collate information on potential animal models and any refinements for those currently in use.
- Manage the completion of retrospective reviews and Home Office returns and any other regulatory requirements.

Skills/Requirements

Essential

- Extensive knowledge of, and experience in adhering to, Home Office guidance and ASPA on the use of animals in scientific research.
- Extensive practical experience in writing and applying for PPLs (or the equivalent).
- Knowledge of PPL standard conditions.
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- Highly organised and self-motivated.
- High ethical standards with experience of applying the 3Rs.
- Good understanding of the ethical review process.
- Meticulous attention to detail.
- Strong communication skills.
- Proven ability to work collaboratively and as part of a team.
- Ability to multitask and work across multiple projects simultaneously.
- Excellent level of computer literacy.
- Ability to work flexibly.

Desirable

- An active or recently revoked Home Office PIL.
- Hands-on experience of working with animal models of clinical disease.
- Previously held a PPL.

Salary

This role based in Cambridge and is offered as full or part-time to suit the candidate. RxAccelerate offers a competitive salary with an annual bonus scheme and company benefits package.

Application process

When applying for this role, please include a cover letter outlining how you meet the competencies described above. Interested applicants should send a cover letter and curriculum vitae in PDF format to careers@rxcelerate.com by Friday 5th February.

Enquiries

To discuss this post, please contact careers@rxcelerate.com.