



UNIwersytet JAGIELLOŃSKI
W KRAKOWIE

COMPETITIVE SELECTION PROCESS NOTIFICATION

**THE DIRECTOR OF THE
MALOPOLSKA CENTRE OF
BIOTECHNOLOGY**

Krakow, 19th May 2021

Registered office: Gronostajowa 7A st.
30-387 Krakow
Phone: 12 664 5369

**RECTOR
of the Jagiellonian University
announces a competitive selection process
for the post of an
ASSISTANT PROFESSOR
in the research staff
at the Malopolska Centre of Biotechnology
academic field biological sciences**

The competitive selection process is open for all individuals, who meet the requirements set out in Articles 113 and 116.2.3) of the Act of 20 July 2018 – Law on Higher Education and Science, and who meet the following eligibility criteria according to § 165 of the Statute of the Jagiellonian University:

Basic requirements

- 1) Holding at least a doctoral degree of education within the life sciences sphere;
- 2) Having relevant scientific achievements;
- 3) Taking active part in scientific life;

Additional requirements

- 4) Demonstrated experience with oversight of animal research and oversight of animal facilities;
- 5) Demonstrated experience of working to highest ethical standards and ensuring all comply to those standards.
- 6) Demonstrated experience of applying 3Rs's.
- 7) Demonstrated experience of in-vivo infection models (at least to BSL2 standards) , particularly mouse models.
- 8) Strong interpersonal skills and teamwork.
- 9) Can do attitude and finding solutions to challenges.
- 10) Proactive thinking to build plans in advance to prevent delays in projects due to lack of timely submission of documents.
- 11) Strong networking skills and ability to learn new skills.
- 12) Fluency in written and spoken Polish and English.
- 13) Approval for work with animals in Poland (all certifications and expertise).

Desirable Skills

- 1) Experience in animal surgery.
- 2) Experience in designing and/or performing animal tests (physiology and behaviour).
- 3) Experience in organs collection.
- 4) Experience of working in BSL3 environment.
- 5) International experience in animal work.
- 6) Willingness to train in procedures as required.

We are looking for a person experienced in animal husbandry and the running of mouse and small rodent animal services at the Malopolska Centre of Biotechnology (MCB).

MCB is an research institute within the Jagiellonian University at Krakow, that focuses on the gene to structure to function and translation continuum. We have a number of international groups working at MCB and as such it is essential that the applicant has excellent English writing and speaking skills as well as polish writing and communication skills for this important role. The position will involve close collaboration working with leading academics in the field of virology, embryology, animal behaviour and immunology and ensuring that animal service provision is consistent with all university and national legal provisions and that all protocols including 3R are carried out to the highest standard. The primary role of the animal services manager will be to liaise with the MCB academic staff to understand the needs of each academic group, to prepare all animal documentation including ethical consent (with model specific input from project leaders) and to submit the documents to relevant authorities. Since the studies will involve BSL2 and BSL3 pathogen work, there will need to be close cooperation with

people responsible for the biosafety and working out plans for how to conduct animal studies in that environment. The applicant will need to undertake appropriate training in BSL3 standards of working if no previous experience. The secondary aspect of the role will involve maintaining a schedule of work and when opportunities present themselves to provide costings and services. This role will require the applicant to train people in how to work within the unit to meet all safety standards required by the project and to seek solutions on how to enable project work to be supported.

The applicant will have the supervision for at least two members of staff and will be expected to also contribute to the routine duties of running animal house such as cage cleaning and feeding.

The applicant is expected to work in collaboration with other animal units within the life sciences group to find solutions to efficient provision of animal services.

Major duties at the position

1) Management of animal facilities including the non-infectious and the ABSL3+ infectious animal facilities.

- a. Management of the animal facility in compliance with all required regulations and standards, taking into account all applicable national and international law provisions.
- b. Maintain a schedule of research projects that are ongoing and planned to maximise the use of the animal units.
- c. Ensuring the appropriate level of cleanliness, which also includes ensuring proper servicing of HEPA filters occurs in rooms, autoclaves, and biosafety chambers.
- d. Working with the project leaders to ensuring that appropriate disinfection of animal facilities are conducted at the required intervals using the appropriate gas fumigation system and laboratory disinfection with other physicochemical methods as needed.
- e. Working with project leaders to establish a full understanding of the potential risks associated with working in an animal facility and laboratory class 2 and 3 biosafety and all related safety procedures.
- f. Working with project leaders and experts to introduce new pathogens / models and obtaining all the correct documentation and relevant work permits.
- g. Risk analysis prepared in conjunction with experts relating to working with a specific pathogens and analysis of potential protective measures, i.e. preventive vaccinations, drugs, etc.
- h. Periodically carrying out appropriate verification procedures to assess the safety of the laboratory.
- i. Full compliance with all procedures related to working with biological material, infectious material (in classes 1 to 3) and genetically modified organisms.

2) Research management at the facility.

- a. Scheduling and management of research and services that are ongoing within the animal facilities.
- b. Supervision of animal research staff.
- c. Preparing and submitting ethical consent documents with project specific input given by project leaders.
- d. Support in Preparation of animals for experimental procedures: injections of drugs and hormones, anaesthesia, pre- and post-operative assistance.
- e. Support in the preparation and execution of experiments on animals (surgeries, physiological tests, behavioural screening).
- f. Support in Genotyping.
- g. Training of new employees, students, and doctoral students conducting research within laboratories.
- h. Animal health verification.

3) Organizational work.

- a. Certification of the Animal House, according to national and international regulations.
- b. Contact with sanitary services.
- c. Ensuring appropriate labeling of animal facilities in terms of biosecurity, animal facilities and GMOs.
- d. Verification, refinement and supplementation of the work system in the laboratory and animal facility, including the development of a personal security system (respirators, suits, etc.) in conjunction with experts, adapted to work with specific pathogens or other types of non-standard research.
- e. Development of ongoing work procedures in conjunction with research experts.
- f. Support in the purchase of animal facility equipment.
- g. Support in the recruitment of employees.
- h. Ensuring compliance with the Public Procurement Law.
- i. Maintaining complete documentation of the animal facility and ensuring proper servicing of the animal facility equipment.
- j. Developing procedures for importing / exporting animals or materials and carrying out appropriate activities.
- k. Preparation, implementation and monitoring of laboratory and animal waste disposal plans.
- l. Organization of purchasing materials for animal facilities, including feed and bedding.
- m. Management of internal and external contracts in collaboration with the administrative personnel of the JU.
- n. Maintaining the documentation related to the conducted research, services, and all procedures performed.

4) Development and execution of plans to maximise cross-working of animal husbandary units

- a. Build relationships with other heads of animal units on the UJ – Life Sciences group to bring in best practice in animal services.
- b. Development of plans with other experts across UJ to ensure safe and secure running of animal services in all life-

science units.

- c. Remain informed of procedural changes in the ethical review boards and other relevant authorities.

The candidates, who would like to take part in the competitive selection process, should send electronically entitled 'Contest for Animal facility service manager' on e-mail addresses: danuta.mossakowska@uj.edu.pl and katarzyna.maziarka@uj.edu.pl or by regular mail with note on envelop 'Contest for Animal facility service manager' on address MCB UJ Sekretariat, Gronostajowa 7A st., 30-387 Krakow, Poland (the date of receipt of the documents will count) the following documents:

1. application form;
2. resume;
3. personal questionnaire filled in by the candidate;
4. copy of the doctoral diploma or a diploma confirming the candidate's habilitation degree, if applicable;
5. information on the candidate's scientific, teaching and organisational achievements;
6. list of publications (along with the respective publishing houses and the number of pages);
7. information concerning educational activities carried out by the candidate, if any;
– this requirement does not apply to candidates for positions in the the research staff member group.
8. doctoral dissertation or habilitation dissertation review, if applicable;
9. latest performance evaluation form, if the candidate was subject to such evaluation;
10. recommendation concerning the candidate's research and teaching work, issued by the director of the organisational unit or a scientific supervisor, including the results of student surveys and evaluations, if the candidate was subject to such evaluation;
11. declaration of the candidate, confirming that the Jagiellonian University will be their primary place of work, should they be selected in the competitive selection process;
12. declaration under Article 113 of the Law on Higher Education and Science;
13. declaration on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University;
14. information regarding processing of personal data;

Opening date: 19th May 2021.

Application submission deadline: 18th June 2021.

The competitive selection process will be concluded by 12 July 2021.

The Jagiellonian University does not provide housing.

Declaration forms can be obtained at:

<http://www.dso.uj.edu.pl/-nauczyciele>

On behalf of
the Rector of the Jagiellonian University
prof. dr Danuta Earnshaw
Director of Malopolska Centre of Biotechnology

Personal data processing information for job applicants

According to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the advertisement – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the advertisement based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide your personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: mcb@uj.edu.pl or by post to the following address: Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 Kraków, or you can withdraw your consent in person at Małopolskie Centrum Biotechnologii, Uniwersytet Jagielloński, ul. Gronostajowa 7A, 30-387 Kraków
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.