

## **Job description and person specification:**

### **Senior Science Adviser – Regulatory Toxicology**

Cruelty Free International is the leading organisation working to create a world where nobody wants or believes we need to experiment on animals.

Our dedicated team are experts in their fields, combining award-winning campaigning, political lobbying, pioneering undercover investigations, scientific and legal expertise and corporate responsibility. Educating, challenging, and inspiring others across the globe to respect and protect animals, we investigate and expose the reality of life for animals in laboratories, challenge decision-makers to make a positive difference for animals, and champion better science and cruelty free living.

We are widely respected as an authority on animal testing issues and are frequently called on by governments, the media, corporations and official bodies for advice or expert opinion. We work professionally, building relationships with politicians, business leaders and officials, analysing legislation and challenging decision-making panels around the globe to act as the voice for animals in laboratories.

With a history spanning over 100 years, Cruelty Free International has achieved so much for animals. Bringing the issue to public attention with our dynamic and determined approach, we have inspired generations of politicians, decision-makers and compassionate people to make a difference for animals used in experiments. As the problem has grown, we have stepped up to meet the challenge across the world, placing the issue on the global agenda for the first time. We have saved many thousands of animals from a life of suffering in laboratories, and together we can do so much more.

Established in 1898, Cruelty Free International is firmly rooted in the early social justice movement. Our founder, Frances Power Cobbe, was a formidable women's rights campaigner and philanthropist. Previously known as the 'British Union for the Abolition of Vivisection' or 'BUAV', today Cruelty Free International is the leading organisation working globally to consign animal experiments to the history books.

## Proposed vacancy details:

<b>Job title:</b>	<b>Senior Science Adviser – Regulatory Toxicology</b>
<b>Role:</b>	<b>This is a full time and permanent position</b>
<b>Location:</b>	<b>Flexible working at London Hub, or remote working</b>
<b>Reporting to:</b>	<b>Director of Science &amp; Regulatory Affairs</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Probation period:</b>	<b>Three months</b>

## Benefits:

- 12-month interest free season ticket / staff loan
- 31 working days' paid holiday, in addition to paid Public Holidays
- Employer's Ethical Stakeholder Pension Scheme
- Generous training and professional development allowance
- Flexible working hours
- Employee Assistance Programme (EAP) subscription
- Childcare Voucher Scheme
- Ride-to-Work Bicycle Scheme
- Staff Retention Scheme

## Objective of the role:

As an experienced scientist with regulatory affairs experience and a clear desire to end testing on animals, you will work in conjunction with to deliver the organisation's regulatory toxicology programme.

Comfortable thinking strategically and with an eye for detail, you will help implement a strategy that sits as a cornerstone of the organisation's proactive response and solution to regulatory testing involving animals.

Working independently, as well as in collaboration with co-workers and colleagues in other organisations, you will take a hands-on approach in promotion of the organisation's position on animal testing with regulators and other stakeholders. Willing to travel as well as attending virtual

sessions, you will represent the organisation at regulatory bodies and in other arenas to increase the awareness and use of alternative methods throughout Europe.

Working directly with colleagues within the Science team and Public Affairs team, and with other partner organisations in Europe and USA, you will also take a proactive lead in promotion of alternative methods and other strategies to prevent regulatory animal testing.

By working in collaboration with colleagues, stakeholders, and partners, through the production of high-quality scientific material and support, your contribution will significantly help advance the agenda of ending all animal experiments.

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**Key responsibilities:**

1. Provide technical support, including through the production of briefings, reports, and papers, for the organisation's scientific response to toxicological testing issues relating to chemicals legislation, and potentially in other areas e.g., the pharmaceuticals sector.
2. Represent the organisation at regulatory bodies including the European Chemicals Agency, and the European Commission, attending regular meetings across the EU, ensuring that opportunities to minimise animal testing are taken.
3. Provide verbal interventions and written scientific comments on regulatory guidelines, focussing primarily on chemicals, that seek to reduce animal testing and promote the use of alternatives to animals. Represent the organisation at technical meetings relating to the delivery of new or revised guidance documents as well as the development of new approaches for assessing and regulating chemicals.
4. Provide support to the Director of Science & Regulatory Affairs on regulatory toxicology and other scientific issues, as required.
5. Provide support to other teams within the organisation on issues relating to toxicity testing on animals, providing high quality scientific critiques and solutions to the problem, including keeping abreast of developments in the area of non-animal methods, as required.

6. At the request of the Director of Science & Regulatory Affairs undertake any other duties consistent with this post.

**Personal attributes needed for this role are:**

**Essential Skills and Personal Qualities**

- Excellent interpersonal skills including the ability to build and maintain beneficial relationships with external partners.
- Ability to assimilate scientific information, to present it clearly and succinctly for the lay person, and to concisely communicate key points to team members.
- Ability to search for, select and critically analyse large amounts of scientific information.
- Willingness to travel independently, representing the organisation at events and meetings both nationally and internationally.
- Excellent written and verbal communication skills, including presentation skills.
- Ability to work flexibly and independently and to use your own initiative to meet the demands of the job.
- Good working knowledge of Microsoft Office packages.
- Excellent organisational skills including an ability to prioritise and manage multiple tasks with clear attention to detail.
- Strong commitment to team working, and an ability to build strong, mutually beneficial relationships with colleagues across the whole organisation.
- Demonstrable commitment to animal protection and support for the Vision, Mission and Values of Cruelty Free International.

**Experience and Knowledge**

- Experience of animal testing, non-animal methods, human health and environmental hazard assessment and risk assessment.
- Experience in the regulatory safety framework for chemicals.
- Excellent track record of assimilating scientific information, drafting accurate and robust scientific reports and briefings.

- Experience of presenting complex scientific information to internal and external audiences at events and meetings.
- Experience of digesting complex technical information to advise colleagues and external partners.
- Experience of successful networking with external colleagues, stakeholders, and partners.

### **Education and Professional Qualifications Required**

- PhD, MSc or similar post graduate qualification in the biological sciences, preferably with a focus on toxicology

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### **Desirable Criteria**

- Practical experience in toxicology or experience in regulatory affairs in the chemicals sector (experience in related areas e.g., pharmaceuticals may also be relevant).
- Familiarity with regulations governing toxicity tests, particularly for chemicals.
- An interest in, and personal opposition to, animal testing.
- Familiarity with the charitable and not-for-profit sector.

## **Applicant Privacy Notice**

### **What is the purpose of this document?**

Cruelty Free International is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

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### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, employment history, qualifications.
- Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency, from which we collect the following categories of data.
- Your named referees, from whom we collect the following categories of data.

### **How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter **OR** your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the

interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

### **How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **Information about criminal convictions**

We do not envisage that we will process information about criminal convictions.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data sharing**

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal



information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained on request.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

### **How long will you use my information for?**

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **Rights of access, correction, erasure, and restriction**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Deputy Chief Executive in writing.

- **Responsibility for data protection compliance**

The Deputy Chief Executive is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Deputy Chief Executive. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.