

**Job description and person specification:****Science Resources Developer**

With a history spanning over 100 years, Cruelty Free International has achieved so much. Bringing the issue of animal testing 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. 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.

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Our dedicated team are experts in their fields, combining award-winning campaigning, political lobbying, pioneering 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, and champion better science and cruelty free living.

Our Leaping Bunny programme is the globally recognised cruelty free approval for cosmetics, personal care, household, and cleaning products - known as the best assurance there is that a brand has made a genuine commitment to ending animal testing. More than 1,000 brands across the globe hold Leaping Bunny approval, providing real choice for ethical consumers who want to identify and buy cruelty free products.

Widely respected as an authority on animal testing issues, we 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, driving change around the globe to make a difference for animals.

As the lead entity in a group of companies, Cruelty Free International works collaboratively with Cruelty Free International Trust and Cruelty Free Europe in the delivery of its consolidated business plan.

**Proposed vacancy details:**

<b>Job title:</b>	<b>Science Resources Developer</b>
<b>Role:</b>	<b>This is a full-time and permanent position</b>
<b>Location:</b>	<b>Flexible working at London Hub, or hybrid/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>

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**Benefits:**

- 12 month interest free season ticket loan
- 25 working days' paid holiday, in addition to Public Holidays
- Employer's Ethical Stakeholder Pension Scheme
- Generous training and professional development allowance
- Flexible working hours
- Childcare Voucher Scheme
- Ride-to-Work Bicycle Scheme
- Staff Retention Scheme

**Objective of the role:**

With oversight by the Director of Science and Regulatory Affairs, you will support the collection, preparation, organisation, and use of the Science team's key information resources which contribute to ensuring that our work and external communications are underpinned by accurate and robust evidence.

You will support the Science team in inputting to marketing and fundraising efforts as well the preparation of press releases and other forms of external communication. Your work will

contribute to ensuring that the organisation's advocacy, media and supporter communications are based on accurate, evidence-based science.

You will also work with the organisation's press and media function to help maintain the quality of media coverage relating to animal testing and animal-free science.

In collaboration with colleagues, stakeholders, and partners you will work to support research and contribute to the production of high-quality scientific material which can be used to advance the agenda to end all animal testing, including through the provision of the organisation's digital education service.

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### **Key responsibilities:**

1. Support the preparation, organisation, and maintenance of key Science team information resources which underpin our work and provide support for their use across the organisation. This includes responsibility for maintaining a well-organised central knowledge base to ensure our work is easily tracked, accessed and referenced.
2. Support and input into research and contribute to the production of high-quality scientific material, including briefings, reports, presentations, posters, and summaries of the latest developments to support the Science team's work.
3. Contribute to the preparation of accurate and timely press releases and support increased media coverage for our organisation.
4. Support the preparation and maintenance of up-to-date briefings for internal and external use on emerging trends and latest developments in non-animal approaches, as well as helping to maintain the organisation's specialist expertise in key regulatory toxicology topics.
5. Contribute to raising awareness across the organisation on animal testing issues and the work of the Science team.

6. Provide support to the Director, and Deputy Director, of Science & Regulatory Affairs on regulatory toxicology and other scientific issues, as required.
7. At the request of the Deputy Director of Science & Regulatory Affairs, undertake any other duties consistent with this post.

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

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### **Essential Skills and Personal Qualities**

- Ability to assimilate scientific information and describe it this succinctly and with clarity for the lay person.
- Ability to search for, select and critically analyse large amounts of scientific information.
- Excellent interpersonal and team-working skills.
- Excellent written and verbal communication skills, including presentation skills.
- Ability to work flexibly and independently as required.
- Excellent organisational skills including an ability to prioritise and manage multiple tasks with clear attention to detail.
- Strong commitment and ability to build strong, mutually beneficial relationships with colleagues across the whole organisation.
- Good working knowledge of Microsoft Office packages.
- Commitment to animal protection and support for the vision, mission and values of Cruelty Free International.

### **Experience and Knowledge**

- Experience of driving change to end animal testing and/or experience of non-animal methods.
- Demonstrable experience of delivering on research projects.

- Excellent track record of assimilating scientific information, drafting accurate and robust scientific reports and briefings, as well as web copy and articles.
- 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**

- Post or graduate qualification in the biological or chemical sciences or qualified by relevant work experience.

## **Desirable Criteria**

- Experience in regulatory affairs and/or toxicology.
- Familiarity with regulations governing toxicity tests, particularly for chemicals and pharmaceuticals.
- Familiarity and personal interest in opposition to animal testing.
- Familiarity with the charitable and not-for-profit sector.
- Interest in science communications.

## **Applicant Privacy Policy**

### **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).

### **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.

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### **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.

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### **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.