UNIVERSITY OF SUSSEX

Advertisement

Post Title: Research Integrity, Ethics and Governance Administrator (x2)
School/department: Research and Enterprise Services
Hours: Full time
Contract: Fixed term until 31 July 2021 (two years)
Reference: 1842 & 1843
Salary: starting at £30,046 and rising to £33,797. It is normal to appoint at the first point of the salary scale.
Placed on: 9 September 2019
Closing date: 7 October 2019. Applications must be received by midnight of the closing date.
Expected Interview date: 14 October 2019
Expected start date: ASAP

Applications are invited for two fixed term full-time posts in Research and Enterprise Services, which is responsible for providing professional services and support for the University’s research and enterprise activities.

The two post-holders, Research Integrity, Ethics and Governance Administrators, will be members of the University’s Research Integrity, Ethics and Governance team which supports ethical review and institutional research governance procedures and policies across the University in the context of the Sussex 2025 Strategic Framework and the Concordat to Support Research Integrity.

We are looking for two self-motivated individuals with an interest in research integrity and ethics to support our Cross-School Research Ethics Committees and School Research Ethics Officers in delivering consistent, efficient and timely ethical review and support for robust and impartial risk assessments, escalating issues as and when necessary.

The Research Integrity, Ethics and Governance Administrators will undertake a variety of administrative duties but will be expected to quickly gain experience and understanding of University research to make an active contribution to local and institutional policies across the Schools.

An understanding of undertaking or supporting research in at least one of the areas of research of the University would be an advantage.

Enquiries about this post can be made to:

Name: Antony Walsh Research Governance Officer
E: Anthony.Walsh@sussex.ac.uk
T: 01273 872748

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
2. **Senior Leadership and Management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. **Professional Services**

The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Chief Operating Officer, the Professional Services are organised as follows:
- Academic Registry
- Communications and External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Manager who reports to their Head of School.

**RESEARCH AND ENTERPRISE SERVICES**

The University’s Research & Enterprise Services (see: [www.sussex.ac.uk/res](http://www.sussex.ac.uk/res)) is one of the main divisions of the Professional Services reporting to the Chief Operating Officer. It currently comprises six teams: Research Development (proposal support across all funders and mechanisms and aligned to the School structures); Research Finance (responsible for post award grant administration); and Contracts & IP (legal support and IP management), Research Quality & Impact (assessment, quality assurance, and support for impact and research communication), and (research governance and management reporting). It also provides dedicated support to the University’s Internal pump-priming initiatives via “Sussex Research” see: [http://www.sussex.ac.uk/staff/research/sussexresearch](http://www.sussex.ac.uk/staff/research/sussexresearch).

The post-holder will join the Research Integrity, Ethics and Governance team (numbering four), and will be embedded within Academic Schools on the University campus with occasional hot-desking in Research & Enterprise Services in Falmer House.
The post-holder reports to the Research Governance Officer who leads the Research Governance Team. The Research Governance Officer is directly responsible to the Director of Research & Enterprise Services.

4. **Job Description**

   **Research Integrity, Ethics and Governance Administrator**

   **Division**
   Research & Enterprise Services

   **Team**
   Research Governance

   **Location**
   Falmer campus

   **Grade**
   6

   **Responsible to**
   Research Governance Officer

   **Responsible for**
   N/A

**Purpose of the posts:**

- *Social Sciences & Arts (SSARTS C-REC)*¹ (1 position)
- *Sciences & Technology C-REC (SCITEC C-REC)*² (1 position)

The posts are key to supporting the delivery of high quality and effective systems for ethical review as undertaken by Cross-School Research Ethics Committees (C-RECs) and School Research Ethics Officers (SREOs). Managed by the University Research Governance Officer, the administrators will also guide researchers in achieving compliance with associated internal and external research governance procedures and standards. The Research Integrity, Ethics and Governance Administrators will ensure that the C-RECs operate in line with the principles of good governance for university committees and give expert advice to C-REC chairs, vice-chairs and SREOs in undertaking their duties. Physically based in academic schools, the two post holders will play an important role in providing key administrative support and input into the further development of wider research integrity policies across the University as members of the Research Governance team in Research & Enterprise Services.

Applicants are asked to indicate their preferred choice of position on the application form.

**Key Responsibilities:**

1. **Support for the online ethical review system and correspondence**

   - To closely monitor and support online applications for ethical review and approval for research to the Cross-Schools Research Ethics Committees (C-RECs), and any associated correspondence to ensure adequate records for internal and external audit purposes or complaints. The post holder will respond to inquiries from University staff and students on the procedural requirements for the ethical review and approval of research, including managing, prioritising and responding to emails to the C-REC

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¹ Covering the following academic schools: Global Studies; The University of Sussex Business School; Education & Social Work; Law, Politics & Sociology; English; History; Art History & Philosophy; Media, Film & Music

² Providing ethical review for the schools of Life Sciences; Psychology; Engineering & Informatics; Mathematical & Physical Sciences
email account. The post holders will advise on a risk assessment, seeking further specialist internal and external advice where necessary.

2. **Oversight of consistent ethical review processes** - To oversee and assist in managing (working closely with the Chair and Deputy Chair of the C-REC) consistent, appropriate and timely ethical review, including notifying reviewers of applications; chasing reviewers; collating where possible reviewer response and feedback to applicants; liaising with Chair and C-REC members where further adjudication, and/or re-review is needed.

3. **Developing policies and guidance** - To actively contribute, under the supervision of the Research Governance Officer, to the development of any resulting policies, standard operating policies or guidance documents as required both at C-REC and University level in accordance with the research strategy and institutional commitment to the *Concordat to Support Research Integrity*. The Research Integrity, Ethics and Governance Administrators will contribute to the work of committees, working groups and any other activities related to research integrity, research ethics and governance.

4. **Support for School Research Ethics Officers** - To provide a responsive support service for School Research Ethics Officers (SREOs), in evaluating potentially ‘higher risk’ applications from taught postgraduates and undergraduates that might require C-REC review and in advising on any associated queries. The RIEGAs will give support to SREOs and their School based colleagues in developing School level guidance and practice consistent with University policies and processes.

5. **Delivery of ethical review auditing** - To plan, execute and assist in the regular auditing of approved ethical review applications for reporting to the University Research Governance Committee under the guidance of the C-REC Chair.

6. **Supporting induction processes** - To support Directors of Research & Knowledge Exchange and Heads of School in the induction of new staff on research governance and ethics processes and systems at the University.

7. **Cooperation and collaboration with other University departments** - To liaise on an ongoing basis with academic and administrative Departments in the University and with the Research Governance Officer to ensure coordinated delivery of ethical review and approval of research and integration of research governance processes within wider university and school administrative systems as appropriate (e.g. Joint Clinical Research Office, Office of the General Counsel, Insurance Office, Data Protection Officer, Health and Safety Office, Brighton & Sussex Clinical Trials Unit etc.)

8. **Producing reports and data** - To produce data, management information and reports from the C-REC records and the online ethical review system on request for monitoring and audit purposes, and for the University Research Governance Committee or any other committees that may require them.

9. **Secretarial support** - To provide secretarial support (including drafting minutes and following up of actions) to any physical meetings of C-REC as needed. Providing occasional cover for other research governance committees as and when required.

10. **Support for training and research ethics and integrity events** - To provide administrative support for university wide and cross school research ethics events and training activities, contributing to delivery where appropriate.
11. Developing and maintaining expert knowledge - To develop and maintain a strong working knowledge of the wider Sussex Research Governance Framework and the external legislation and regulations relevant to University research sufficient to advise applicants to other C-RECs to cover short absences or to compensate for occasional heavy workloads (Data Protection Act (2018), UK Policy Framework for Health and Social Care (sponsorship), HMPPS, MODREC, Animals (Scientific Procedures) Act 1986, Human Tissue Act (2004), Mental Capacity Act (2005) – non definitive list). RIEGAs will support and advise staff with specific roles (such as Designated Individuals for the HTA licence) in developing policies, Standard Operating Procedures and regulatory returns as required.

12. Other - Other relevant tasks in support of the Research Governance Team, and any relevant support required for the R&E Management Team.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

5. Person Specification

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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Excellent interpersonal and customer service skills, diplomacy and persuasiveness.</td>
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<td>✓</td>
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<td>Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.</td>
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<td>✓</td>
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<td>Ability to confidently and convincingly express points to peers and members of School and University management</td>
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<td>A capacity to communicate the significance of a policy based on values (such as good ethical practice in research)</td>
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<td>✓</td>
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<td>Risk assessment of projects and/ or research</td>
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<td>✓</td>
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<tr>
<td>Strong IT skills (Office applications (Word, Excel, PowerPoint) email and experience of working with different databases for producing reports, briefing documents and presentations.</td>
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<td>✓</td>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A degree or equivalent qualification or appropriate demonstrable equivalent professional experience.</td>
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<td>✓</td>
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Educated to “A” level standard or equivalent (with GCSE or equivalent Maths and English A* - C).

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<tr>
<th>Experience/ Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Previous demonstrable experience of administrative support in a role requiring sensitivity and discretion.</td>
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<td>✓</td>
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<td>Previous experience in a comparable role supporting research or policy within the higher education or research sector</td>
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<td>Experience of collaborative working with academic and technical staff in a research setting</td>
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<td>Experience of giving presentations / demonstrations and / or one-to-one training</td>
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<tr>
<td>Experience of creating or significantly contributing to policy or standard operating procedure documents</td>
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<td>Experience of directly working or supporting the work of others in highly regulated or legally sensitive contexts including a thorough understanding of the UK Data Protection Act.</td>
<td>✓</td>
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<th>Personal Attributes</th>
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<th>Desirable</th>
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<td>Ability to take the initiative and be proactive</td>
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<td>Ability to prioritise tasks and meet deadlines.</td>
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<td>Have a proven ability to provide a high standard of service</td>
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<td>Commitment to learn new skills and to keep abreast of developments in approaches to research ethics and developments in research governance</td>
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<td>Possessing a helpful and responsive approach, and a good team ethos but able to work independently where necessary and accept individual responsibility</td>
<td>✓</td>
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6. Terms and Conditions of the Post

For a summary of the terms and conditions of the post, see: http://www.sussex.ac.uk/aboutus/jobs/terms.

August 2019