UNIVERSITY OF SUSSEX

1   Advertisement

Post Title: Research Integrity, Ethics and Governance Administrator
(AWERB, Sponsorship and RKEC)
School/department: Research and Enterprise Services
Hours: Full time hours considered up to a maximum of 36.5 hours .
Requests for <u>flexible working</u> options will be considered (subject to business
need).
Contract: Fixed term for 12 months in the first instance.
Reference: 3447
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: 15 July 2020
Closing date: 7 August 2020**.**   Applications must be received by midnight of the closing date.
Expected Interview date: Week commencing 24 August 2020.
Expected start date: Immediately

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

The post-holder, the Research Integrity, Ethics and Governance Administrator (AWERB, Sponsorship, RKEC and REIC), will be a member 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 a self-motivated individual with an interest in research governance, integrity and ethics to primarily support the Animal Welfare and Ethical Review Body (AWERB), the Sponsorship Sub-Committee (SSC) and the Research and Knowledge Exchange (RKEC) and Research Ethics and Integrity Committees (REIC).

The Research Integrity, Ethics and Governance Administrator 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 institutional policies across the institution.

An understanding of undertaking or previously supporting clinical or laboratory-based research or working with a quality assurance system would be an advantage.

Enquiries about this post can be made to:

Name: Antony Walsh   Research Governance Officer

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 Deputy Vice-Chancellor.

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 and the Librarian report to the Chief Operating Officer.

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:
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- Estates and Facilities
- Student Experience
- External Relations
- Student Recruitment, Admissions and International Development
- IT Services
- General Counsel, Governance and Compliance
- Human Resources
- Research and Enterprise
- Library Services
- Planning and Performance
- Finance

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

Research & Enterprise Services (see: www.sussex.ac.uk/res) is one of the main divisions of the Professional Services reporting to the Chief Operating Officer. It currently comprises eight 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), Information and Systems, the Joint Clinical Research Office (JCRO), Innovation and Enterprise and the Research Integrity, Ethics and Governance team. 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.

The post-holder will join the Research Integrity, Ethics and Governance team (numbering five), and will be based in Research & Enterprise in Falmer House.

The post-holder reports to the Research Governance Officer who leads the Research Integrity, Ethics and Governance team. The Research Governance Officer is directly responsible to the Director of Research & Enterprise.

4. Job Description

Research Integrity, Ethics and Governance Administrator

Division	Research and Enterprise
Team	Research Integrity, Ethics and Governanc
Location	Falmer campus
Grade	6
Responsible to	Research Governance Officer
Responsible for	N/A

5. Purpose of the posts:

The Research Integrity, Ethics and Governance Administrator will be responsible for the delivery of high quality administrative support, coordination and planning to facilitate the work of Research Integrity, Ethics and Governance Office generally and more specifically three operational Research and Enterprise Services committees (and their processes): the Animal Welfare and Ethical Review Body (AWERB), the Sponsorship Sub-Committee (SSC).

The post holder will also support two management oversight committees, Research and Knowledge Exchange Committee (RKEC) and Research Ethics and Integrity Committee (REIC) that both report to Senate.

The post is key to supporting the delivery of high-quality support for effective systems of ethical review and research governance. Managed by the University Research Governance Officer, the administrator will also guide researchers in achieving compliance with associated internal and external research governance procedures and standards. The Research Integrity, Ethics and Governance Administrator will ensure that the AWERB, SSC, RKEC and REIC operate in line with the principles of good governance for university committees.

S/he will assist in the preparation of consistently high-quality agendas and papers for research and research governance committees, meeting internal distribution deadlines. S/he will produce high quality papers and minutes that comply with Data Protection Legislation and high standards of committee governance.

6. Key Responsibilities:

Animal Welfare and Ethical Review Body (AWERB)

6.1 Support for the operation of the **Animal Welfare and Ethical Review Body (AWERB)** and its related reviewing and authorisation responsibilities in relation to ASPA (Animals (Scientific Procedures) Act) and Non-ASPA regulated research

The post holder will take a lead in:
   a. Working with the Chair of the AWERB and the AWERB review sub-group (the Manager of the Biomedical Research Facility) to ensure that the outcomes of all review processes are recorded accurately, and the follow-up requirements are communicated and monitored.
   b. Liaising with the Home Office inspector to ensure that all ASPA business is promptly submitted for approval, following up any subsequent queries as required.
   c. Maintaining detailed records of ASPA licences and their regulatory requirements and planning, seeking further specialist internal and external advice where necessary.
   d. Supporting the Pro-VC (Research) in their role with respect to ASPA.
   e. Coordinating responses to annual University returns for animal research (e.g. Home Office statistics, Concordat on Openness in Animal Research (COAR) statement) and ensuring that, where required, they are made publicly available

Sponsorship Sub-Committee

6.2 Support for the operation of the **Sponsorship Sub-Committee** (SSC) and its oversight for University clinical research undertaken in and with the NHS as defined in the UK Policy Framework for Health and Social Care.
   a) Undertaking initial reviews of sponsorship applications to ensure receipt of documentation to permit Committee consideration
   b) Preparation of meeting papers and the allocation of reviewing duties to committee members
   c) Maintaining detailed records of all sponsored studies (including Clinical Trials of an Investigational Medicinal Product (CTIMPs) to ensure effective Sponsor oversight of research
   d) Oversight of adverse event reports, annual progress reports, and end of study reports.

Research & Knowledge Exchange Committee and Research Ethics and Integrity Committee

6.3 Secretarial support for the **Research & Knowledge Exchange Committee** (RKEC) and **Research Ethics and Integrity Committee** (REIC)
   a) Ensuring that events and committee arrangements are in place prior to each meeting including the preparation and distribution of papers to members and reports for Senate in a timely manner

b) Supporting the Chair to planning committee business for the year to ensure that committee business is relevant and strategically focussed
c) Filing, archiving and storing committee records
d) Maintain oversight of University research policies and the schedule for their review and renewal

Other Duties and Responsibilities

6.4 **Other Research Governance Committees**- to support the Research Governance Officer in assisting with the servicing of any ad hoc committees or working groups   that may be created.

6.5 **Oversight of research governance polices and codes of practice** – to maintain a comprehensive oversight of the policies, codes of practice, Standard Operating Procedures etc. that form the Sussex Research Governance Framework and underpin the institution's commitment to the *Concordat to Support Research Integrity* ensuring that they retain close version control and are reviewed on a rolling basis.

6.6 **Drafting policies, SOPs and CoPs-** to assist in the drafting of policies, Standard Operating Procedures and Codes of Practice as directed by the Research Governance Officer.

6.7 **Communications** – to provide on-going oversight and monitoring of communications relating to research integrity, ethics and governance at the University including the maintenance of up to date and accessible web pages.

6.8 **Customer service and support** – to field general enquiries from staff and students, redirecting internally or advising on external sources of advice and guidance as necessary.

6.9 **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.

6.10 **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 (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).

6.11 **Other –** to undertake other relevant tasks in support of the Research Integrity, Ethics and 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.

7.   Person Specification

7.1 Skills and Abilities	**Essential**	**Desirable**

	Essential	Desirable
Excellent interpersonal and customer service skills, diplomacy and persuasiveness.	√	
Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.	√	
Excellent planning skills	√	
A capacity to communicate the significance of a policy based on values (such as good ethical practice in research)		√
Risk assessment of projects and/ or research		√
Strong IT skills (Office applications (Word, Excel, PowerPoint) email and experience of working with different databases for producing reports, briefing documents and presentations.	√	

7.2 Qualifications   Essential   Desirable

		Essential	Desirable
A degree or equivalent qualification or appropriate demonstrable equivalent professional experience.			√
Educated to "A" level standard equivalent (with GCSE or equivalent Maths and English A* - C).	or	√	

7.3 Experience/ Knowledge   Essential   Desirable

	Essential	Desirable
Previous demonstrable experience of administrative support in a role requiring sensitivity and discretion.		√
Previous experience in a comparable role supporting research or policy within the higher education or research sector		√
Experience of committee service work (preferably at board level)	√	

	Essential	Desirable
Experience of collaborative working with academic and technical staff in a research setting		√
Experience of creating or significantly contributing to policy or standard operating procedure documents		√
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.		√

7.4 Personal Attributes

	Essential	Desirable
Ability to take the initiative and be proactive	√	
Ability to prioritise tasks and meet deadlines.	√	
Have a proven ability to provide a high standard of service	√	
Commitment to learn new skills and to keep abreast of developments in approaches to research ethics and developments in research governance	√	
Possessing a helpful and responsive approach, and a good team ethos but able to work independently where necessary and accept individual responsibility	√	

8. 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.

May 2020