



## 1. Advert

**Post Title:** Research Ethics, Integrity and Governance Senior Manager

**Division:** Research and Enterprise

**Hours:** Full Time. Requests for [flexible working](#) options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21696

**Salary:** starting at £45,585 to £54,395 per annum.

**Placed on:** 15 September 2023

**Closing date:** 06 October. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

### About the role

In this exciting new role you will act as Deputy to the Head of Research Ethics, Integrity and Governance (REIG), to support the operational and strategic direction of the REIG Team within the Research and Enterprise Services divisional direction and University strategy.

You will have operational responsibility for managing the University's sponsorship process for NHS-based research, and oversight of University sponsored projects throughout their lifecycle, you will act as sponsor representative when required.

Your principal accountabilities will be to.

1. Lead, manage, promote and maintain a high quality professional service , engendering a culture of continuous improvement.
2. Ensure the timely delivery of outputs on behalf of the team, Division and University.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.
5. Act as lead for the operational support of the University of Sussex projects granted or seeking sponsorship and acting as Sponsor representative when required.
6. Provide operational support to the Head of Research Ethics, Integrity and Governance and Named person in following the Procedure for Investigation of Allegations of Misconduct in Research.
7. Manage a small team whilst overseeing compliance activities relating to international research and highly regulated areas such as the Human Tissue Act and the Animals Scientific Procedures Act.
8. Work as Deputy to the Head of Research Ethics, Integrity and Governance to develop and support the operational and strategic direction of the Research Ethics, Integrity and Governance team, to align with the Research and Enterprise Services objectives and University strategy.

### About you

We are looking for someone with excellent knowledge of UK governance requirements affecting research in the NHS. Knowledge in other highly regulated areas, such as Human

Tissue Act, Data Protection legislation, Animals Scientific Procedures Act and the Trusted Research agenda are desirable.

We are seeking a motivated team member with well-developed communication skills to communicate clearly with the team, line management and stakeholders.

You will have experience of working in a senior governance role and managing change in a complex organisational environment.

### **About our Division**

The Research and Enterprise Division is leading developer of ideas and innovations that contributes to the Global Community. We contribute to new knowledge, ideas, and solutions. This leads to real change in the world and makes a difference in our lives. Our Strategy focuses on People, Research Strengths, Interdisciplinarity, Integrity, Grant Capture, and International Reputation. Last year alone we submitted 681 bids, received 230 awards, completed the set-up of 227 projects just to give an idea of how dynamic our Division is.

### **Why work here...**

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme 31.4% total (grades7-10)
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

Please contact Dr Caroline Garrett [c.a.garrett@sussex.ac.uk](mailto:c.a.garrett@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. Job Description

**Job Description for the post of:** Research Ethics, Integrity and Governance Senior Manager

**Department:** Research and Enterprise Services

**Section/Unit/School:** Research Ethics, Integrity and Governance

**Location:** Brighton, United Kingdom

**Grade:** 8

**Responsible to:** Head of Research Ethics, Integrity and Governance

**Responsible for:** Senior Research Ethics and Integrity Officer (AWERB) and Senior International Governance Officer.

### **Role Description.**

Operational responsibility for the day-to-day running of the University's sponsorship process. To ensure compliance in NHS and other highly-regulated areas of research.

Support the operational and strategic direction of the Research Ethics, Integrity and Governance Team within the Research and Enterprise Services divisional direction and University strategy.

### **PRINCIPAL ACCOUNTABILITIES**

1. Lead, manage, promote and maintain a high quality professional service , engendering a culture of continuous improvement.
2. Ensure the timely delivery of outputs on behalf of the team, Division and University.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.
5. Act as lead for the operational support of the University of Sussex projects granted or seeking sponsorship and acting as Sponsor representative when required.
6. Provide operational support to the Head of Research Ethics, Integrity and Governance and Named person in following the Procedure for Investigation of Allegations of Misconduct in Research.
7. Manage a small team whilst overseeing compliance activities relating to international research and highly regulated areas such as the Human Tissue Act and the Animals Scientific Procedures Act.
8. Work as Deputy to the Head of Research Ethics, Integrity and Governance to develop and support the operational and strategic direction of the Research Ethics, Integrity and Governance team, to align with the Research and Enterprise Services objectives and University strategy.

### **KEY RESPONSIBILITIES**

#### **1. Management and Leadership**

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives in area of responsibility

- 1.2 Allocate available resources to achieve targets and objectives including the selection, induction, performance management and development of team members
- 1.3 Ensure understanding and application of operational standards are embedded in the culture and methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement
- 1.6 Act as Deputy to the Head of Research Ethics, Integrity and Governance as required.

## **2. Service Delivery**

- 2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Contribute to the development of team and divisional planning processes
- 2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
- 2.5 Ensure appropriate records and documentation are maintained commensurate with policy and procedure.
- 2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex information to inform decisions related to subject area
- 2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.

## **3. Policy and Procedure**

- 3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
- 3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
- 3.3 Ensure appropriate governance is in place for area of expertise.

## **4. Customers and Stakeholders**

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, initiate and develop relationships, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

## **5. Operational and strategic responsibilities**

- 5.1 To work collaboratively with researchers and stakeholders, including but not limited to the Joint Clinical Research Office and Brighton and Sussex Clinical Trials Unit to ensure operational oversight of University sponsored studies at all stages of their lifecycle, to include site set up, study monitoring and reports, to ensure regulatory compliance.
- 5.2 To provide specialist knowledge, advice and guidance relating to University sponsored research, including working knowledge of the Research Ethics Committee Standard Operating Procedures, Clinical Trial Regulations, the Data Protection Act and the Human Tissue Act.
- 5.3 To provide regulatory support to the Brighton and Sussex Medical School in all matters relating to work involving the NHS.

- 5.4 To support the Head of Research Ethics, Integrity and Governance and Named person in the operation of the Procedure for the Investigation of Allegations of Misconduct in Research, and providing technical advice, guidance and support to the investigating officer when required.
- 5.5 To line manage within the team structure and offer support to the Senior International Governance Officer to develop and deliver co-ordinated due diligence, risk assessment and compliance activities associated with international research partners.
- 5.6 To line manage within the team structure and offer support the Senior Research Ethics and Integrity Officer (AWERB) in their support of the Animal Welfare Ethical Review Board, the Sponsorship Sub-Committee, Research Ethics and Integrity Committee and the Research Governance and Quality Assurance Committee.
- 5.7 To support and encourage operational awareness within the Research Ethics, Integrity and Governance Team to engender a culture of collegiality and continuous development.
- 5.8 To have a good understanding of operational process and strategic direction of the University to support management decisions and represent the Head of Research Ethics, Integrity and Governance when requested.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

### **Dimensions**

- Leading a team of 2 staff
- There are no budget responsibilities associated with this role.
- No responsibility for equipment/premises.
- Responsible for the achievement of Research Ethics, Integrity and Governance target(s) associated with areas of responsibility.
- The post holder reports to the Head of Research Ethics, Integrity and Governance working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional management team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote

good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below)
2. A detailed applied and theoretical knowledge and understanding of specialist area.
3. Effective management skills
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.
5. Planning and organisational skills, including project management, with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Effective IT Skills on MS platform.
10. Knowledge of the Higher Education sector.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. A minimum of 2 years research governance experience in a research environment.
2. Experience in the development and delivery of research systems and processes.
3. Experience of leading and managing staff in a complex organisational environment.
4. Specialist governance knowledge and management experience in the role-specific areas.
5. Full understanding of UK clinical trial processes and legal requirements.

6. Excellent knowledge and understanding of UK legislation affecting research in the NHS.
7. Excellent knowledge of the UK funding environment for NHS research.
8. Experience of working in a senior governance role with advanced practical understanding of sponsorship for NHS research.
9. Experience of facilitating and managing change in a complex organisational environment.

#### **DESIRABLE CRITERIA**

1. Experience of working in a University in a professional services role.
2. Working knowledge of the Human Tissue Act, Data Protection Act and Mental Capacity Act.
3. Knowledge of the Animals Scientific Procedures Act, Export Controls, National Security and Investment Act, Nagoya Protocol.
4. Knowledge of Due Diligence Processes.
5. Experience of supporting alleged research misconduct investigations.