



1 Advertisement

Post Title: Research Ethics, Integrity and Governance Manager

School/department: Research and Enterprise Services

Hours: Full time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21697

Salary: starting at £37,099 to £44,263 per annum.

Placed on: 15 September 2023

Closing date: 6 October 2023. Applications must be received by midnight of the closing date. Please note: This role is for internal applicants only. This is open for candidates from Research and Enterprise Services only.

Expected interview date: To be confirmed.

Expected start date: ASAP

About the role

In this exciting new role, you will engage with stakeholders to enhance training and development provision across the University. The position provides an opportunity to build a positive research ethics culture at a leading research-intensive institution.

You will have operational oversight and manage the delivery of a high quality and effective system for ethics and research governance review relating to the Cross-School Research Ethics Committees (C-RECs) and Research Governance and Ethics Committee (RGEC) as well as the School Research Ethics Officers (SREOs). You will be the subject matter expert for the University's online ethical review System.

You will have line management responsibility for a small team of Senior Research Ethics and Integrity Officers who support the C-RECs, RGEC (Brighton and Sussex Medical School) and SREOs.

Your principal accountabilities will be to.

1. Manage, promote and maintain high quality, professional services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team.
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. Work collaboratively with the wider Research Ethics, Integrity and Governance team and other key stakeholders to build and promote a positive ethics culture that values and recognizes research integrity, openness and good practice at all levels across the institution.
6. Work with the Head of Research Ethics, Integrity and Governance to standardize service provision across schools and provide operational management to ensure a robust ethics framework with good records management and audit.
7. Act as a Subject Matter Expert for the configuration, implementation, and ongoing business-as-usual use of the University's online ethical review system.

About you

We are seeking someone with a minimum of 2 years' experience in a related role in a UK university and detailed, practical knowledge and understanding of ethics, integrity and governance. You will have effective management, planning and organization skills to deliver outcomes in a timely way and you will be willing to work flexibly within a small team and committed to delivering customer excellence.

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 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
- 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 for informal enquiries

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 Manager

Department: Research and Enterprise Services

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

Location: Brighton, United Kingdom

Grade: 7

Responsible to: Head of Research Ethics, Integrity and Governance

Responsible for: Senior Research Ethics and Integrity Officers x3

Management responsibility for a small team of Senior Research Ethics and Integrity Officers.

Operational oversight of the delivery of a high quality and effective system for ethics and research governance review as undertaken by the Cross School Research Ethics Committees and School Research Ethics Officers.

Stakeholder engagement to enhance training and development provision and promote a positive ethics culture.

Subject Matter Expert for the University's online Ethical Review System.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, professional services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team.
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. Work collaboratively with the wider Research Ethics, Integrity and Governance team and other key stakeholders to build and promote a positive ethics culture that values and recognises research integrity, openness and good practice at all levels across the institution.

6. Work with the Head of Research Ethics, Integrity and Governance to standardised service provision across schools and provide operational management to ensure a robust ethics framework with good records management and audit.
7. To act as a Subject Matter Expert for the configuration, implementation, and ongoing business-as-usual use of the University's online ethical review system.

KEY RESPONSIBILITIES

1. Team Management

- 1.1 Provide management to motivate the team to achieve targets and objectives delegating according to ability
- 1.2 Allocate available resources to achieve targets and objectives including the selection, induction, performance management and development of team members
- 1.3 Ensure team understanding and application of operational standards are embedded in the team 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

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of team 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. This includes online systems.
- 2.3 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2 Contribute to policy decisions and improvement in 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, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Job specific responsibilities

5.1 Manage and support the Senior Research Ethics and Integrity Officers for each of the Cross-School Research Ethics Committees and Research Governance and Ethics Committee (Brighton and Sussex Medical School).

5.2 Promote awareness and team working across the whole Research Ethics, Integrity and Governance team.

5.3 Manage and facilitate workshops and events with internal and external stakeholders based on identified sector-specific need and areas of interest.

5.4 Provide up-to-date and accurate information, advice and guidance to managers and staff at all levels on a specified range of services, procedure or policies.

5.5 To liaise between service users and operational teams in relation to queries and requests.

5.6 Take a proactive approach to identify new policy and guidance requirements in accordance with the Research Strategy, Research and Enterprise priorities and the University's commitment to the Concordat to Support Research Integrity.

5.7 Proactively engage with all schools to align academic need with service provision and work with the Head of Research Ethics, Integrity and Governance to standardise and manage processes and expectations across all schools, ensuring that these are communicated clearly and efficiently.

5.8 Be responsible for good record management and reporting in the service area and have operational oversight of audit.

5.9 Take a lead role as the Subject Matter Expert during the configuration, implementation and delivery of a new online Ethical Review system and be responsible for maintaining and updating such ethics-based information systems whilst ensuring compliance with relevant legislation and support for service users.

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.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 3 staff
- This role does not have any budget responsibilities.
- This role does not have any responsibilities for equipment or 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 general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the team to achieve 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

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.
2. A detailed practical 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 by 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 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. Experience using functional databases.
10. A minimum of 2 years' experience in a related role in a UK university.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of the UK Higher Education sector.
2. Experience working in a university or similar environment supporting research or policy within the higher education or research sector.
3. Good working knowledge of area of research ethics, processes for setting up research studies, research governance, research integrity, University governance processes.
4. Detailed day to day operational experience of administrative support in a role requiring sensitivity and discretion.
5. Commitment to learn new skills and to keep abreast of developments in approaches to research ethics and developments in research governance.
6. Experience of working with different tools and databases for producing reports, briefing documents and presentations.
7. Experience of organising workshops and events, and of designing and delivering presentations / demonstrations and one-to-one training in person and online
8. Working knowledge of risk assessment of projects and/ or research.
9. Ability to communicate the significance of a policy based on values (such as good ethical practice in research).

DESIRABLE CRITERIA

1. Project management expertise.
2. Experience of collaborative working with academic and technical staff in a research setting.
3. Experience of creating or significantly contributing to policy or standard operating procedure documents.
4. 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.
5. Experience of acting as a supervisor or line-manager.