



## 1 Advertisement

**Post Title:** Senior International Governance Officer

**School/department:** Research & Enterprise Services

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 8630

**Salary:** Starting at £31,411 to £35,333 per annum, pro rata if part time

**Placed on:** 08 September 2022

**Closing date:** 05 October 2022

Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

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

Applications are invited for this exciting, new full-time post in the Research Ethics, Integrity and Governance team, which provides high quality advice and professional support to both academic staff and colleagues. The position provides an opportunity to influence and shape important systems and processes needed for university research to thrive in an international context through developing a detailed understanding of regulations, legislation, policies and good practice relating to international research activities with a focus on due diligence processes, export controls and sanctions. The post holder will:

- Work across Research and Enterprise teams to develop and deliver co-ordinated due diligence, risk assessment and compliance activities (Research Development, Finance, Contracts and Innovation & Business Partnerships teams), linking where needed with the Division of General Counsel, Governance and Compliance
- Support the development of internal processes, policies and guidance to ensure compliance with the governance of international research whilst supporting the university's research objectives
- Undertake risk proportionate due diligence and risk assessment screening of organisations and partners informed by the latest information from relevant and reliable sources
- Provide general advice and guidance to academic staff undertaking research with significant focus on international collaborations and the associated risks
- Deliver training and briefings to support the embedding of policies and good practices across the university

You will have a degree or equivalent or be qualified by experience with strong organisational abilities and possess the excellent interpersonal and communications skills needed to work effectively with the University's academic and professional services staff. Keen attention to detail is essential. You will be able to manage and prioritise your

work from multiple sources and to function both as part of a team and independently.

An awareness and interest in international current affairs and how they may relate to different aspects of university policy would be beneficial for the role.

A knowledge of the research funding environment or experience of undertaking due diligence or audits for charities or non-governmental organisations may also be advantageous.

Please contact Antony Walsh ([antony.walsh@sussex.ac.uk](mailto:antony.walsh@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.*

*You can find out more about our values and our EDI Strategy, [Inclusive Sussex](#), on our webpages.*

## **2. The School / Division**

Please find further information regarding the school/division at <http://www.sussex.ac.uk/staff/research/>

## **3. Job Description**

Job Description for the post of: **Senior International Governance Officer**

**Department:** Research integrity, Ethics, & Governance

**Section/Unit/School:** Research & Enterprise Services

**Location:** Falmer House, University of Sussex

**Grade:** 6

**Responsible to:** Senior Research Integrity and Governance Manager

### **Job Description:**

#### **PRINCIPAL ACCOUNTABILITIES**

- Provide general advice and guidance for academic staff undertaking research with significant focus on international collaborations and the associated risks
- Support the development and embedding of internal processes, policies and guidance to ensure compliance with the governance of international research collaborations whilst supporting the university's research objectives

- Assess queries and potential issues, advising on solutions and linking with relevant internal and university operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

## **KEY RESPONSIBILITIES**

- Confidently advising students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers
- Researching particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team
- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within service area.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided
- Provide advice on ongoing projects and how they might affect service users
- Providing support and guidance for the service area administration team
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
- Support the development of policy and guidance in accordance with the Research Strategy, Research and Enterprise priorities and the University's commitment to the Concordat to Support Research Integrity.

## **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.

- The post holder reports to the Senior Research Integrity and Governance Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be 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

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

#### **4. Person Specification**

1. Good secondary education (see role-specific criteria below).]
2. Effective planning and organisational skills.
3. Well- developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite.

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

1. Good working knowledge of research and knowledge exchange funders and their policies
2. Ability to analyse and interpret data and complex information; identify issues and communicate findings effectively.

3. Operate effectively within a team environment, but able to take initiative, exercise judgement and accept individual responsibility.
4. Evidence of working under pressure to coordinate a high volume of work to demanding deadlines, ensuring high accuracy and delivering to high standards.

#### **DESIRABLE CRITERIA**

1. Two years' experience working in a university or similar environment supporting research or policy within the higher education or research sector
  2. Experience of undertaking risk assessments, due diligence checks or auditing
  3. Qualified to degree or equivalent qualification, or qualified by directly relevant experience
  4. Understanding of and experience of working in areas related to one of – export controls, sanctions, due diligence for international development, financial audits, the National Security and Investment Act
  5. An understanding of project management concepts
  6. An understanding of the key elements of research contracts.
  7. An appreciation of research values/ethos in universities
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