**1. Advertisement**

**Post Title:** Senior Research Ethics and Integrity Officer (BSMS)

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

**Hours:** full time or part time hours considered up to a maximum of 36.5 hours per week. Staff are able to work remotely up to 50% of their hours. Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 10234

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

**Placed on:** 30 November 2022

**Closing date:** 20 December 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

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

Applications are invited for this exciting, full-time post based in Research and Enterprise Services, which is responsible for providing professional services and support for the University’s research and enterprise activities.

The post-holder will be based in the Research Ethics, Integrity and Governance team which provides advice and professional support to the University’s academic staff in achieving compliance with associated internal and external research ethics and governance procedures and standards.

The role involves:

- Supporting the delivery of high quality and effective systems for ethics review as undertaken by the BSMS Research Governance and Ethics Committee (RGEC).
- Providing up to date and accurate information, advice and guidance to staff and students at all levels on research ethics, integrity and governance.
- Assessing queries and potential issues, advising on solutions and linking with relevant operational teams.
- Developing and maintaining effective relationships to engender confidence and trust in the advice provided.

You will have good secondary education (see role-specific criteria below) or be qualified by professional experience. You will have a good working knowledge of the area, and of at least one area of specialist research ethics and governance, including processes for setting up clinical research studies, research governance under the responsibility of the Health Research Authority, quality assurance processes for laboratory research, research integrity and university governance processes.

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.*

2. **The School / Division**

Please find further information regarding the school/division at [https://www.sussex.ac.uk/research/about/research-and-enterprise](https://www.sussex.ac.uk/research/about/research-and-enterprise)

**Job Title:** Senior Research Ethics and Integrity Officer (BSMS)

**Grade:** Grade 6

**School/Division:** Research and Enterprise

**Location:** Falmer House, Brighton, BN1 9QF / Hybrid (home)

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

**Direct reports:** None

**Key contacts:** BSMS RGEC Chair, School Research Ethics Officers, BSMS School Research Ethics Officers (SREOs), The Dean of the Medical School, The Director of Undergraduate Teaching and Learning (BSMS), Joint Clinical Research Office (JCRO), University of Sussex Insurance Manager, University of Sussex Research Contracts and IP Team, University of Brighton Ethics and Governance Manager, Safety Hub Manager, University of Brighton

**Role description:**

To support the delivery of high quality and effective systems for ethics review as undertaken by the BSMS Research Governance and Ethics Committee (RGEC). To guide researchers in achieving compliance with associated internal and external research ethics and governance procedures and standards whilst shaping and contributing to policies and initiatives to promote and embed research integrity across the Medical School and the partner universities.

To provide up to date and accurate information, advice and guidance to managers and staff at all levels on a specified range of services, procedures or policies.

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

**PRINCIPAL ACCOUNTABILITIES**

- Provide information, advice and guidance on the range of services and activities within the specified area
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
KEY RESPONSIBILITIES

- Confidently advising academic and professional services staff members and students, 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 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, the Brighton and Sussex Medical School, Professional Services and Research and Enterprise Services. 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.

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

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 manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of area, and of at least one area of specialist research ethics and governance, including processes for setting up clinical research studies, research governance under the responsibility of the Health Research Authority, quality assurance processes for laboratory research, research integrity, university governance processes.
2. Commitment to learn new skills and to keep abreast of developments in approaches to research ethics and developments in research governance.
3. Educated to "A" level standard or equivalent (with GCSE or equivalent Maths and English A* - C).
4. Experience of working with different databases for producing reports, briefing documents and presentations.
5. Experience of giving presentations / demonstrations and / or one-to-one training.
6. Previous demonstrable experience of administrative support in a role requiring sensitivity and discretion.

DESIRABLE CRITERIA

1. Two years’ experience in a similar role.
2. Experience working in a university or similar environment supporting research or policy within the higher education or research sector with a focus on clinical or laboratory research.
3. A capacity to communicate the significance of a policy based on values (such as good ethical practice in research).
4. Risk assessment of projects and/or research.
5. A degree or equivalent qualification or appropriate demonstrable equivalent professional experience.
6. Experience of collaborative working with academic and technical staff in a research setting.
7. Experience of creating or significantly contributing to policy or standard operating procedure documents.
8. 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.