



1 Advertisement

Post Title: Senior Research Ethics and Integrity Officer

School/department: Research Ethics, Integrity and Governance within Research and Enterprise.

Hours: Full time hours up to a maximum of 36.5 FTE hours

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

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21086

Salary: starting at £32,982 to £37,099 per annum, pro rata if part time.

Placed on: 24 July 2023

Closing date: 15 August 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The Research Ethics, Integrity and Governance Team, within the Research and Enterprise Services Division, are seeking to appoint a full-time Senior Research Ethics and Integrity Officer (SREIO) to support the Science and Technology Schools.

In this role you will support and oversee the workings and governance of the Cross-School Research Ethics Committees and School Research Ethics Officers and you will provide up-to-date advice and guidance to staff and students at all levels.

Working within a leading, research-intensive institution, we are seeking someone who will promote a positive research culture and integrity in research.

We are seeking someone with a keen interest in research ethics and good working knowledge of at least one of; research ethics, research integrity, university governance processes.

In this role you will liaise with relevant operational teams such as data protection, insurance, contracts and health and safety to ensure students and staff receive timely and sector-relevant information.

Ideally you will have experience working in a busy and changing environment with experience in a higher education establishment being of benefit.

You will have excellent communication skills and work well as part of a team. You will enjoy engaging with colleagues and have the ability to work with others to find solutions to sometimes complex situations.

Your principle accountabilities will be to;

- Provide 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.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

We are seeking someone with an ability to manage their time effectively and able to deliver outcomes in a timely way. You will be willing to work flexibly within a small, friendly, team and competent to manage your own workload effectively.

Please contact Dr Caroline Garrett 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. The School / Division

Please find further information regarding the school/division at [Supporting Research and Enterprise : Research environment : Research at Sussex : University of Sussex](#)

3. Job Description

Job Description for the post of: Senior Research Ethics and Integrity Officer

Department: Research and Enterprise

Location: Falmer House/hybrid

Grade: 6

Responsible to: Head of Research Ethics, Integrity and Governance

To support and oversee the delivery of high quality and effective systems for ethics and research governance review as undertaken by Cross-School Research Ethics Committees and School Research Ethics Officers (SREOs) whilst shaping and contributing to policies and initiatives to promote and embed research integrity across the University. 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
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

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 Head of Research Ethics, Integrity and Governance, 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 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.

4. 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 of at least one of research ethics, processes for setting up research studies, research governance, 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

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
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. Previous demonstrable experience of administrative support in a role requiring sensitivity and discretion.
7. Experience of collaborative working with academic and technical staff in a research setting
8. Experience of creating or significantly contributing to policy or standard operating procedure documents
9. 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.