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**Job title:** Ethics and Governance Manager

**Reports to:** Associate Director (Research)

**Department:** Research and Knowledge Exchange

**Location:** Brighton,Moulsecoomb

**Post number:** RK5045

**Grade:** 8

**Purpose of the role:**

The main purpose of the post is to ensure the safety of research participants, the integrity of research data and compliance with regulatory requirements by working with the University Research Ethics Integrity Committee to identify and refine appropriate standards and establish suitable systems and policies for the assurance of good research. This postholder is the University specialist in this area, and requires extensive experience within the research ethics environment and a comprehensive knowledge of relevant legislation and regulations in order to provide advice at all levels of research and across all disciplines.

The post holder will manage the due diligence process, ensuring that due diligence checks are carried out on external organisations involve in all research and knowledge exchange projects to protect the university from reputational, ethical or financial risk.

This will include building collaborative relationships and networks across the university, relevant national bodies and other universities.

**Line management responsibility for:** Ethics, Integrity & Due Diligence Administrator

**Main areas of responsibility:**

* To be the University’s specialist on the areas of ethics, integrity and due diligence within research and knowledge exchange providing high-level advice to Committees and individuals. This will include acting as a member of the University’s Research Ethics and Integrity Committee, the Cross-School Research Ethics Committees and the Human Tissues Sub Committee.
* To lead, develop and maintain the University’s policies, procedures, infrastructure and operational systems to ensure compliance with legal and regulatory requirements to minimise financial and reputational risk to the University.
* To audit research activities and to produce annual monitoring and other reports on compliance with internal and statutory regulations, identifying areas where failures in research governance could have adverse implications for the University’s reputation, legal and scientific standing and making recommendations for improvements and amendments to good conduct in research.
* To develop communications around good governance practice including the development and delivery of education and training programmes to ensure that all staff and students are aware of their contractual responsibilities.
* To lead on identifying gaps in other critical areas of governance where failure by the university could have adverse implications for the University’s reputation and submit recommendations to senior staff and committees and work in conjunction with other professional service departments to develop such policies and procedures for implementation by the University.
* To promote the University’s policies and procedures to external audiences and stake holders and to represent the University at external meetings and events.
* To manage the University Ethics and Governance Administrator.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act and The General Data Protection Regulation.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge/Skills** | * Comprehensive knowledge of research, ethics, integrity and due diligence governance, procedures and legislation including the workings of relevant external authorities and regulatory agencies
* A comprehensive understanding of the challenges facing higher education including detailed knowledge and understanding of the policy and funding environment governing the management of university research & knowledge exchange.
* Solves problems and develops plans successfully, thinks and plans strategically and creatively
* Analytical skills with the ability to produce a convincing evidence-based case for action.
* Systematic, efficient with attention to detail
* Listens well and understands the needs of others, experience of delivering difficult and complex information in a diplomatic manner, experience of managing confidential information.
 | **A, I****A,I****A,I****A,I****A,I****A** |
| **Qualifications** | * An honours degree, higher education qualification or equivalent experience in research development.
 | **A** |
| **Experience** | * Strong track record of initiating and delivering successful pan-institutional initiatives including projects, policies and processes in a large organisation working across disciplines.
* Previous experience in designing and delivering training to an academic and non-academic audience.
* Previous experience in writing complex documents e.g. policies, reports.
* Previous experience undertaking audit on ethics and integrity related issues.
 | **A,I****A,I****A,I****A,I** |
| **Managing People** | * Proven ability to manage and motivate staff
 | **A,I** |
| **Technical/work based skills** | * Proficiency with the Microsoft suite of packages (Word, Excel, Outlook, PowerPoint)
 | **A** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx%22%20%5Co%20%22Academic%20departments)
* Read the University’s [2019 - 2025 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: March 2019