ROLE PROFILE

Job Title:       Head of Research Integrity
School/Department: Research & Innovation
Job Family and Level: Administrative, Professional and Managerial Level 5
Contract Status: Permanent
Hours of Work: Full time (36.25 hours per week)
Location: Jubilee Campus
Reporting to: Head of Research Strategy, Policy, Performance and Impact

Research and Innovation Vision - From Ideas to Impact:

Research and Innovation will support the University of Nottingham throughout the research and innovation lifecycle - from first ideas through to commercialisation and industry partnerships - from developing PhD students to supporting the University's world-class research leaders.

We will also develop, promote and support teaching and learning linkages with businesses across a range of activities from short courses and continuing professional development through to higher degree apprenticeships.

We will do this by being experts in our fields, taking a customer focused approach and being proactive in working with academics and external partners.

Purpose of the Role:
The role holder will lead the continuing development and implementation of the university's Research Integrity Framework. This will involve working with all areas of the University to ensure its successful implementation and delivery.
The role holder will be the University's lead for all research integrity matters and cases and will manage research-related policies. A key aspect of the role will be to embed a culture of research integrity and good research practise within the University.
The role holder will provide expert advice and guidance to the University community, they will keep updated on changes to external regulatory requirements and implement changes as necessary. They will ensure that the University is compliant with external standards and codes of practice, including the Concordat to Support Research Integrity.

Main Responsibilities

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<th>Main Responsibilities</th>
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<tr>
<td>1. Research Integrity Framework</td>
<td>25%</td>
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<td>To lead the development and implementation of the University's Research Integrity Framework to co-ordinate research integrity activity across the University.</td>
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<td>Responsibility for the Research Integrity Framework which covers all aspects of the research lifecycle including planning, preparation and submission of research grant and project proposals; a embedding a culture of good research practise across all areas of the University; the publication and open access of findings/publications; the provision of expert peer review on the proposals or publications of others; data</td>
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collection, authorship, sharing of data and good research data management.

Ensuring that the framework addresses the external standards and codes of practise the University must meet; University research policies and guidance; training on research integrity matters; communication of policies and procedures; and the governance of research integrity at the University of Nottingham. A key aspect of the role will be to ensure engagement of the with the research community with the Research Integrity Framework so that research integrity and good practise is fully embedded as part of the culture of delivering research within the University.

Responsibility for ensuring that the University’s Code of Conduct is kept up-to-date to reflect the Research Integrity Framework, and that this Code of Conduct is accessible and communicated to all members of the University community.

Responsibility for keeping the Research Integrity Framework up-to-date, including ensuring that research-related policies and procedures are developed, updated, monitored, reviewed and communicated effectively to the academic and research community in-line with regulatory compliance requirements.

2. **Expert Advice and Guidance for the University Community**

   Be the University’s expert in all areas of research integrity and ethics, including external codes of practice such as the Concordat to Support Research Integrity. Translate these external drivers to University policy and procedures which are then effectively and clearly communicated and successfully implemented across the academic community.

   Keep up to date on changes to key legislation and regulations that affect research integrity and ethics, implement changes as necessary to ensure University policies continue to be compliant.

   Provide advice and expertise to key University committees including Research Committee and the University Research Ethics Committee. Draft clear, concise briefing papers in a timely manner to these committees and University senior managers.

   Ensure coordination across all areas of the University – including Faculties, Schools and Professional Services - for policy development and implementation.

   Maintain strong relationships with academic researchers and senior management to promote research integrity and effectively communicate this advice and guidance to the University community.

3. **Research Integrity and Misconduct**

   The role holder will be the University lead for reporting and provision of advice on investigations of allegations of research misconduct and academic integrity. Responsible for ensuring that the appropriate policies and procedures are in place to deal with cases of academic misconduct and integrity; that these policies and processes are clearly communicated and followed in a timely manner. Provide advice and initial deliberation to investigations of allegations of misconduct promptly and ensure that these allegations are investigated, reported, recorded and concluded in line with University policy.

   Provide advice to Schools and Faculties in respect of academic misconduct, integrity and ethic cases.

   Provide an annual Ethics and Integrity Review, and Integrity Statement to University Council

   Develop and implement a standardised approach across the University to research integrity and ethics cases to ensure compliance with the Concordat

4. **Operational Systems and Processes**

   Oversee the development, implementation and operation of University ethics and integrity systems including using the Research Information System as appropriate.
5. **Research Integrity Committee**  
To provide the secretariat for the University’s Research Integrity Committee. This includes the formalities of the Committee’s operation (preparing the agenda, reports and minutes; following up actions) in consultation with the Chair.  

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<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications/Education</td>
<td>• Educated to degree level or substantial equivalent relevant experience in a comparable sector.</td>
<td>• A project management qualification, such as Prince2. • A Masters or higher level degree.</td>
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<td>Skills/Training/Knowledge</td>
<td>• Detailed knowledge of the Concordat to Support Research Integrity, and other external standards and codes of practice such as the Singapore Statement on Research Integrity and the Nagoya Protocol. • Good knowledge of GDPR requirements and their application to a research environment. • Ability to use and implement new systems and processes to support procedures related to research integrity. • Ability to manage and implement a number of significant projects simultaneously. • Ability to initiate new activity and initiatives and see them through to a successful conclusion. • Ability to take a solutions-based approach to complex problems and issues. • High level of professional integrity and tact. • Able to set own working priorities, and actively working with colleagues internally and externally. • Ability to develop positive working relationships and networks across all levels of the University.</td>
<td>• An understanding of the UK Higher Education sector. • Excellent IT skills including web authoring skills. • Ability to draft clear, concise briefing notes for policy makers.</td>
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6. **Line Management and Leadership**  
Provide line management to the Research Ethics Officer, ensuring that their personal development plans are maintained.  

Work with School Research Ethics Officers and colleagues across the University to ensure all research staff and students have expert support and guidance related to all matters of research integrity, ethics and research governance, that this information is provided in a timely, well-presented manner, is up-to-date and correct.  

Provide leadership to develop and embed a culture of delivering research with integrity and good practice across the whole research ecosystem.

7. **Culture and Understanding of Research Integrity**  
Lead on the development and implementation of all research related policies, processes and guidance to ensure best practice, to embed a culture and understanding of research integrity and compliance with the Concordat to Support Research Integrity, wider policy and legal requirements.
- Excellent written, presentation and verbal skills. Able to communicate across all levels of the University.
- Effective negotiator and able to persuade and influence decision making.
- Ability to work under pressure to tight deadlines.

**Experience**

- Experience of working in an academic environment or within the HE sector
- Significant experience of monitoring policies and their effectiveness within a large and complex organisation
- Proven experience of developing and implementing new policies and delivering change, including culture change, across a large and complex organisation
- Experience of working with senior leaders and managers
- Experience of managing misconduct and integrity cases in a professional and timely manner and to their conclusion, reporting and recording these cases appropriately.
- Experience of being secretariat to a committee.
- A proven track record of project management.
- Experience of managing multiple stakeholders and working in a deadline driven environment.

- Experience of working in a similar role at a UK university.
- Experience of delivering training and workshops
- Experience of being secretariat to a strategic institutional committee.

**Additional Information**

This post requires an individual capable of working on their own initiative, and as part of a broader team, often to very tight deadlines. The Research Integrity Manager needs to be sensitive to cultural and political issues associated with the context of work undertaken. This is a challenging and rewarding role, and the successful candidate will work with a broad range of colleagues from across the University, gaining a unique insight into the University's research portfolio.