ROLE PROFILE

Job Title: Research Ethics Officer

School/Department: Research & Innovation

Job Family and Level: Administrative, Professional and Managerial Level 4

Contract Status: Permanent

Hours of Work: Full time (36.25 hours per week)

Location: Jubilee Campus

Reporting to: Research Integrity Manager

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 be the University’s expert on Research Ethics and Research Policies. They will have responsibility for developing and implementing these policies, and ensuring that they are monitored, reviewed and updated. The role holder will have an excellent knowledge of national and international research ethics, legal and regulatory requirements and will keep up-to-date with changes to these. The role holder will be able to communicate well with the University community, providing concise and accurate briefings on issues related to research ethics and policies.

Main Responsibilities

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<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. To provide expert guidance and advice to the University community on ethical issues affecting research undertaken across the University in line with the University’s Code of Research Conduct and Research Ethics.</td>
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<td>2. To provide the secretariat for the University’s Research Ethics Committee. This includes the formalities of the Committee’s operation (preparing the agenda, reports and minutes; following up actions) in consultation with the Chair.</td>
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<td>3. To lead the implementation of Research Ethics Committee initiatives, and to play an important role in the communication of the University’s policies to the wider University Community through training programmes, workshops and other communications and engagement channels.</td>
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<td>4. To be the operational owner for the University’s research ethics-related policies, including the research ethics policy. This will include working in partnership with academic and professional services across the University to</td>
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manage, review, update and implement these policies and ensure alignment with other policies such as the Research Data Management policy.

5. To work with Ethics Officers’ based within the Schools and Faculties to provide guidance and advice, and ensure the timely monitoring of research projects post-ethical approval, appropriate escalation and reporting of issues, and monitoring and review of ethical and governance procedures within Schools and Faculties. To ensure a consistency of approach and implantation across the University.  

6. To review and update the Code of Research Conduct and Research Ethics as required, and to reflect updates and changes to national and international research policy.  

7. To proactively keep up to date with changes to the research policy and research ethics landscape, national and international initiatives and opportunities, for example by attending external events. To act as a conduit for that information across RGS and more broadly.  

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/Education** | • Educated to degree level or substantial equivalent relevant experience in a comparable sector. | • A project management qualification, such as Prince2.  
• A Masters or higher level degree. |
| **Skills/Training**       | • A current knowledge of national research policy developments (including research ethics), and awareness of current and future challenges.  
• The ability to think strategically and respond flexibly to new ideas or changes in policy.  
• High level oral and written communication skills, including report writing and the ability to summarise discussions and detailed technical information succinctly and clearly.  
• Excellent IT skills, including the ability to analyse quantitative and qualitative data, and distil information into succinct briefing reports.  
• Excellent interpersonal skills and the ability to build networks across the University and more broadly.  
• Highly developed organisational and planning skills.  
• Excellent time-management skills; the ability to manage a mixed portfolio of work; prioritise workloads and meet objectives.  
• An ability to work independently and under pressure to meet tight deadlines. A flexible approach to work, and the ability to work as part of a team. | • An understanding of the UK Higher Education sector.  
• Web authoring skills. |
| **Experience**            | • Experience of providing clear, concise, accurate guidance and advice.  
• Experience of providing training and workshops  
• Experience of Committee work.  
• A proven track record of project management.  
• Experience of managing multiple stakeholders and working in a deadline driven environment. | • A proven track record in Higher Education Policy, or in Research Ethics.  
• Event management. |
**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 Policy Officer 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.