Role profile

<table>
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<tr>
<th>Job title</th>
<th>Research Integrity Manager</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>Research &amp; Innovation</td>
<td>Location</td>
<td>Professional Services Hubs, University of Nottingham</td>
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Purpose of role

The Research Integrity Manager will sit within the Research Operations Risk and Compliance function and 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, research misconduct cases and will manage research integrity and ethics related policies. A key aspect of the role will be to embed a culture of research integrity and good research practice 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.

Reporting to the Head of Research Integrity, Risk and Compliance, the role holder will work across a number of governance frameworks carrying out regular reviews and checks, identifying and reporting potential risks, and proposing corrective action measures where appropriate.

The role holder will provide support and guidance to research ethics committees and will contribute to the development of training and guidance material, continual improvement to processes and procedures, to ensure the team provides an effective and supportive assurance framework across our research portfolio.

This post requires an individual capable of working on their own initiative, and as part of a broader team, often to 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.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

| % time per year |
|-----------------|----------------|
| 1. Operational Management |
| ● To manage the development and implementation of the University’s Research Integrity and ethics frameworks and co-ordinate research | 50% |
integrity activity across the University covering all aspects of the research lifecycle including planning, preparation and submission of research grant and project proposals; embedding a culture of good research practice across all areas of the University; including data collection, authorship, data sharing and research data management.

- Ensuring the University meets external standards and codes of practice, and the governance of research integrity at the University of Nottingham.

- Responsible for ensuring Research Integrity and related policies and procedures are developed, updated, monitored, reviewed and communicated effectively to the academic and research community in-line with regulatory compliance requirements.

- To provide the secretariat for the University’s Research Integrity and 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.

- Provide advice and initial deliberation to investigations of allegations of misconduct and ensure that allegations are investigated, reported, recorded and concluded in line with University Code of Practice for Handling Allegations of Research Misconduct.

- Coordinate and write annual reports on Research Ethics Committees and Research Integrity activities, including the University’s Annual Statement on Research Integrity to University Council.

### Provision of Advice and Training

- 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.

- Develop and maintain clear guidance and manage the planning and delivery of training and awareness raising activities to Schools and Faculties in respect to research, integrity, ethic, and misconduct, including new policies and procedures.

- 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 Integrity and Research Ethics Committee. Draft clear, concise briefing papers in a timely manner to these committees and University senior managers.

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

- Work with School Research Ethics Officers, Research Integrity Advisors and Research Integrity and Ethics Champions 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

<p>| Risk Management | 3. Work across a number of governance frameworks carrying out regular reviews and checks, identifying and reporting potential risks, and proposing corrective action measures where appropriate | 10% |
| Contributing to broader team and departmental objectives | 4. Support the Heads of Research Integrity, Risk and Compliance and Trusted Research in the development and implementation of a cohesive risk, compliance and assurance framework. | 15% |
| | Work closely with other R&amp;I teams to keep abreast of changes to the landscape which may influence and inform future direction and delivery of the research strategic delivery plan/s | 15% |
| | To actively support the R&amp;I Culture &amp; People Plan and R&amp;I's responsibilities in relation to EDI | |
| | Lead matrix teams to address projects that straddle different R&amp;I functions | |</p>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<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.</td>
<td>• An understanding of the UK Higher Education sector.</td>
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<td>• Good knowledge of GDPR requirements and their application to a research environment</td>
<td>• Excellent IT skills including web authoring skills.</td>
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<td>• Ability to use and implement new systems and processes to support procedures related to research integrity.</td>
<td>• Ability to draft clear, concise briefing notes for policy makers.</td>
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<td>• Ability to manage and implement a number of significant projects simultaneously.</td>
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<td>• Ability to initiate new activity and initiatives and see them through to a successful conclusion.</td>
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<td>• Ability to take a solutions-based approach to complex problems and issues</td>
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<td>• High level of professional integrity and tact.</td>
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<td>• Able to set own working priorities, and actively working with colleagues internally and externally.</td>
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<td>• Ability to develop positive working relationships and networks across all levels of the University.</td>
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<td>• Excellent written, presentation and verbal skills. Able to communicate across all levels of the University.</td>
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<td>• Effective negotiator and able to persuade and influence decision making.</td>
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<td>• Ability to work under pressure to tight deadlines.</td>
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| Knowledge and experience                  | ▪ Experience of working in an academic environment or within the HE sector                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ▪ Experience of working in a similar role at a UK university.                                                                                                                                                                                                                                                                                                                                                           |
|                                            | ▪ Significant experience of monitoring policies and their effectiveness within a large and complex organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ▪ Experience of delivering training and workshops                                                                                                                                                                                                                                                                                                                                                                        |
|                                            | ▪ Proven experience of developing and implementing new policies                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ▪ Experience of being secretariat to a strategic institutional committee.                                                                                                                                                                                                                                                                                        |
and delivering change, including culture change, across a large and complex organisation

- Experience of working with senior leaders and managers
- Experience of managing research misconduct allegations 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.

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Educated to degree level or substantial equivalent relevant experience in a comparable sector.</th>
<th>A project management qualification, such as Prince2.</th>
<th>A Masters or higher level degree.</th>
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The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

![Diagram showing key stakeholder relationships]

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**: University Research Integrity and Ethics Committee, Funders, HR, Schools/ Faculties, R&I Governance & Assurance Teams