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| Date: | October 2021 |

**JOB DESCRIPTION**

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| Post title: | Research Integrity Officer (Policy and Ethics)  |
| Academic Unit/Service: | Research and Innovation Services (RIS) |
| Faculty: | Professional Services |  |  |
| Career pathway: | Management, Specialist and Administration (MSA) | Level: | 4 |
| \*ERE category: | N/A |
| Posts responsible to: | Research Compliance Manager (L5) |
| Posts responsible for: | N/A |
| Post base: | Office-based – University of Southampton Highfield Campus  |
| Job purpose |
| To act as the Research Integrity Officer (Policy and Ethics) within the Research Integrity & Governance (RIG) Team, which provides specialist advice, guidance and training to University staff on all matters relating to research integrity, research ethics and governance, and regulatory compliance. The role holder will provide specialist advice and guidance on matters pertaining to the ethics review process and governance of research, as well as coordinate the development and keeping up-to-date of related policies and processes to promote consistency and understanding across the University. |
| Key accountabilities/primary responsibilities | % Time |
|  | Provide advice and support on ethics issues in relation to all manner of research, especially research involving human participants, or otherwise regulated or sensitive in nature: * Use expert knowledge to resolve queries in a timely and professional manner.
* Provide robust yet proportionate guidance in relation to categorisation of risks applicable to the research.
* Provide support and advice to Faculties and Faculty Research Ethics Committee (FREC) members to further develop a consistent and harmonised approach across the University.
* Conduct governance reviews of high-risk ethics applications and provide support to researchers on applications for ethics review using the University’s ethics and governance system, ERGO II ([www.ergo2.soton.ac.uk](http://www.ergo2.soton.ac.uk)).
* Contribute to the development and maintenance of all relevant research policies, processes, and systems (including ERGO II).
* Assist with monitoring compliance with the University’s Research Ethics Policy and other requirements, as well as providing recommendations for system improvement.
* Apply specialist knowledge of online approval systems, e.g. ERGO II, US Office of Research Integrity (ORI).
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|  | Provide support to the University Research Committees including the University Research Ethics Committee (UREC) and the Research Integrity and Governance Committee (RIGC) including:* Preparation of agendas and papers and attending Committee meetings.
* Writing Committee reports and liaising with Committee members.
* Writing cover papers for other governance bodies including University Executive Board (UEB), University Senate and Council.
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|  | Provide advice and support to staff in relation to a range of policies applicable to research integrity, research ethics and governance including:* Code of Conduct for Research.
* Research Ethics Policy and Ethics sub-policies.
* Procedure for Investigating Cases of Alleged Misconduct in Research.
* Authorship, Contribution and Publishing Policy.
 | 10 |
|  | Coordinate and contribute to the development, maintenance and implementation of relevant research policies to ensure consistency and harmonised approaches across the University. | 15 |
|  | Take a leading role in dealing with complaints alleging research misconduct and managing research misconduct investigations in line with the University’s Procedure and in compliance with the Concordat to Support Research Integrity, including: * Developing, implementing and managing a system to track and manage complaints and allegations of research misconduct.
* Liaising with the Research Integrity Champions (RICs), Associate Deans Research (ADRs) and the Library etc, as required and appropriate.
* Communicating with the Lead Investigator, Complainant(s), Respondent(s) and other relevant parties.
* Working closely with HR and Faculties to ensure status and outcomes of any investigations are recorded, where appropriate.
* Reporting as necessary to funders and external bodies, and in line with the Concordat to Support Research Integrity.
* Providing input to institutional and external audits.
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|  | Develop and deliver training and awareness raising campaign promoting understanding of the University’s research policies and processes, research integrity and ethics review process to all staff and students, including members of Faculty Research Ethics Committees (FRECs) and Supervisors.  | 10 |
|  | Help to develop and maintain internal facing resources of information for all staff and students on all aspects of research integrity, research ethics, research policies and relevant regulatory requirements.  | 10 |
|  | Maintain a strong awareness of regularly changing policy, guidance and legislation, and wider governance environment by working with a range of external stakeholders. Alert senior management to changes that may affect University policies or procedures, including via reports to University committees.  | 5 |
|  | Work cooperatively and effectively as part of the RIG Team and more widely in RIS, including:* Deputising where necessary and appropriate for the Research Compliance Manager on matters within expertise.
* Providing continuity and advice where possible in absence of the RIG colleagues.
 | 2.5 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 2.5 |
| Special Requirements |
| Travel to attend meetings (primarily local, occasionally UK wide).Willingness to work non-standard hours as reasonably required to fulfil the role. |
| Internal and external relationships |
| RIG Team and wider RIS TeamResearchers, Academics and Students University Research Ethics Committee (UREC) and Research Integrity and Governance (RIGC) membersVice-President (Research and Enterprise)Faculty Research Ethics Committees (FRECs) Chairs and members Research Integrity ChampionsHome Office Licence holder and Animal Welfare and Ethical Review BodyProfessional Services: Communications & Marketing, Legal Services, Information Governance, iSolutions, LibraryDoctoral CollegeResearch Funders (UK and non-UK)UKRIO, ARMA,USA Office of Research Integrity (ORI)Russell Group Research Integrity Forum  |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification, in an area that relates to research ethics, regulation/law, or compliance/ governance.Expert knowledge of research integrity, research ethics and governance standards. Demonstrable understanding and experience of best practice in relation to provision of ethical review processes, including experience of supporting and advising on ethics applications. Knowledge and understanding of relevant legislation/regulation that could influence and affect the conduct of research, including detailed knowledge of the Concordat to Support Research Integrity. Experience of providing support to committees/governance bodies and drafting policies applicable to research and funder requirements.  | Experience working in a research-intensive University.Understanding of export controls, dual use and security sensitive research issues.Understanding and awareness of the wider regulatory environment, such as the Data protection Act 2018, and research data management.Experience of developing and delivering training content and materials. Knowledge and understanding of the UK Policy Framework for Health and Social Care Research. | Application/Interview |
| Planning & organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policies.Experience of successful project management. | Experience in coordinating and undertaking a programme of monitoring and compliance activities. | Application/Interview |
| Problem solving & initiative | Experience of analysing complex regulatory policy information quickly and accurately, and providing robust yet pragmatic solutions.  |  | Application/Interview |
| Management & teamwork | Able to work proactively with colleagues in other work areas to achieve outcomes.Able to provide expert guidance and advice to colleagues to resolve complex problems.Able to delegate and escalate effectively in a matrix-working environment, understanding the strengths and weaknesses of team members to build effective teamwork. |  | Application/Interview |
| Communicating & influencing | Able to persuade and influence in order to foster and maintain relationships.Able to resolve tensions and difficulties as they arise.Able to explain complex regulatory and policy information and present them in an appropriate format for target audiences.  |  | Application/Interview |
| Other skills & behaviours | Compliance with relevant Health & Safety issues |  | Application/Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
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| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |