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| Date: | June 2023 |

**JOB DESCRIPTION**

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| Post title: | Research Integrity and Compliance Officer |
| Academic Unit/Service: | Research and Innovation Services (RIS) |
| Faculty: | Professional Services |  |  |
| Career pathway: | Management, Specialist and Administration (MSA) | Level: | 4 |
| Posts responsible to: | Head of Research Integrity and Compliance (MSA 6) |
| Posts responsible for: | N/A |
| Post base: | Office-based – University of Southampton Highfield Campus  |
| Job purpose |
| To act as the Research Integrity and Compliance Officer within the Research Integrity & Compliance Office/Team, which provides specialist advice, guidance and training to University staff on all matters relating to research integrity, research misconduct, 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 all matters relating to compliance and regulatory requirements for research activities:* The provision to develop expert knowledge on key compliance and regulatory matters (i.e. Export control, National Security and Investment (NSI) Act 2021, Nagoya protocol, Human Tissue Act 2004) to enable you to provide expert advice, support and guidance for research activities to staff and students.
* Assist with the monitoring of the exportandsecurity@soton.ac.uk and to resolve queries in a timely and professional manner.
* Assist and support researchers in applications of Export Control Licences with the correct type of licence required for specific research project, assist in the preparation of documents and facilitate the submission to the Export Control Joint Unit (ECJU) online licensing system SPIRE.
* Support and assist in preparation of inspections and/or audits required internally or externally by regulatory bodies in matters relating to compliance of research activities.
* Assist with monitoring compliance with the University’s Research Ethics Policy and other requirements, as well as providing recommendations for system improvement.
* Maintain records of application for research related licences and activities involving compliance.
* Assist in the development of new processes that ensure the University has oversight of all research activities that involve and/or require compliance and regulatory checks audits, inspections and/or applications.
 | 35.0 |
|  | Take a leading role in dealing with allegations of research misconduct and manage the investigations in line with the University’s ‘Procedure for Investigating Cases of Alleged Misconduct in Research’ and in compliance with the Concordat to Support Research Integrity, including: * Developing, implementing and managing a system to track and manage 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 as appropriate.
* Working closely with HR in the event of other allegations (i.e. bullying, harassment) that may arise during an investigation not in the remit of ‘Procedure for Investigating Cases of Alleged Misconduct in Research’.
* Ensure that all documentation relating to a case of research misconduct are recorded appropriately and accurately.
* 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.
 | 35.0 |
|  | Provide advice and support to staff in relation to a range of university policies applicable to research integrity and compliance including:* Code of Conduct for Research.
* Procedure for Investigating Cases of Alleged Misconduct in Research.
* Export Control Policy.
* Authorship, Contribution and Publishing Policy.
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|  | To support staff and students in all aspects of research integrity and compliance by:* Helping to develop and maintain internal facing resources on SharePoint
* guidance documents and other forms of engagement to convey the relevant regulatory requirements.
* Assist in the development of training.
* Engage with the wider academic community and RIS colleagues in raising awareness and delivering training.
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|  | Maintain a strong awareness of regularly changing policy, guidance and legislation, and wider governance environment by working with a range of external stakeholders. Share this with the RICO team and wider RIS colleagues. To assist in preparation of reports of alerting senior management to changes that may affect University policies or procedure at the relevant University Committees/Groups. | 5.0 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5.0 |
| 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 |
| Research Integrity and Compliance Office team membersResearch Ethics and Governance Office and wider RIS TeamResearchers, Academics and Students Research Integrity and Governance (RIGC) membersVice-President (Research and Enterprise)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,Export Control Joint Unit (ECJU)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.Demonstrable knowledge of research integrity, research culture, compliance and good research practice.Equivalent experience of having worked in i.e. regulation, audit or NHS that required the skills of being able to deal with complex situations, following process, protocols and procedures.Demonstrable knowledge and understanding of relevant legislation/regulation (Human Tissue Act 2004, NSI Act 2021) that could influence and affect the conduct of research.Understanding of the requirements to comply with the Concordat to Support Research Integrity.  | 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.Experience of providing support to committees/governance bodies and drafting policies applicable to research and funder requirements.  | Application/Interview |
| Expected Behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role. Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  |  |
| Planning & organising | Able to prioritise workload and deliver with on time.Able to seek confer with colleagues to deliver on specific project or activity to support of such as i.e. 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 and/or 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  |  |  |  |