

Research and Innovation Governance and Integrity Manager

Job Ref: REQ230573

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Estates and Facilities Management, Finance, and HR.

Job Description

Job Grade: Management and Specialist Grade 7

Based: Research & Innovation Quality, Policy and Culture Team, Research & Innovation Office

Job Purpose

The Research & Innovation (R&I) Governance and Integrity Manager is responsible for enabling compliance with established and emerging governance policies and regulatory requirements, leading a small team that delivers supporting strategic and operational functions of the University to ensure appropriate standards of research governance. This role is a new post and has been developed in response to a greater focus on facilitating an enhanced research culture that is exciting and innovative but also is mindful of good and responsible practice, compliant in nature with governance requirements, and operates with rigour and integrity. As such, it will play an important role in supporting the University's exciting ambitions to increase research and innovation income and translation of research to application over the next few years.

The Research and Innovation Office provide a wealth of knowledge, expertise and experience to manage and support the growth of the University's research and innovation. The [Pro Vice-Chancellor for Research and Innovation \(PVC-RI\)](#) has strategic responsibility for research and innovation, how it is conducted, and the creation of a professional, compliant and responsible R&I culture. This role provides a fantastic opportunity to collaborate with the existing team in the Research and Innovation Office, other professional services and external national bodies. The post-holder will be a recognised source of specialist knowledge on research governance, integrity and ethics, research sponsorship and Human Tissue Act (HTA) matters.

Job Duties

The following list of job duties is indicative and may change and evolve as institutional strategy develops or as specific needs are identified by the Research & Innovation senior management team:

- **Strategy and Planning**

- Maintain a proactive oversight and embedding of new national policy initiatives, regulations, legislation, concordats and best practice related to research governance, ethics and integrity, after due consideration of implications for the University in terms of existing policies, processes and systems and risk assessment of current and prospective activities.
- Lead on the development, updating and provision of institutional external reporting requirements. Ensure completion and submission of the annual research integrity review statement, and lead on future internal research integrity reviews and their follow-on action plans and outcomes.
- Work closely with researchers, professional services and internal Committees to carry out regular reviews of on-going collaborations and associated mitigation plans, project changes and cultural shifts to understand and assess risk.
- Build a network of relevant contacts across the sector and support engagements with the public, funding bodies, regulatory bodies and emerging groups to identify opportunities for proactive University approaches and raise the profile of the University.

- **Service Delivery**

- Lead delivery of expert advice, guidance, training and support to researchers, management and professional services staff from the R&I Governance and Integrity Team and associated systems including the University's online ethics system.
- Lead the provision of effective service to the University Ethics Review Sub-Committee, HTA Licence Sub-Committee, Research & Innovation Committee and Audit and Risk Committee as required.
- Manage the University's internal research sponsorship approval process for clinical and health-related research and studies and support for the University sponsor representative.
- Provide internal and external reports on relevant activity and challenges and recommend changes in existing University policy, processes, systems and procedures. Work with the Head of R&I Quality, Policy and Culture to drive the implementation of agreed changes. Use an iterative feedback and development approach to continually offer a fit for purpose service.
- Assist with audits undertaken by any applicable regulatory body and lead on internal compliance audits as required
- Build effective and collaborative working relationships with academic Schools and other University Services to help support compliance and maintain an awareness of areas of potential or real high-risk activities for monitoring and mitigation purposes, through development of an auditable repository.

- **Leadership and Line Management**

- Champion key initiatives, engaging with stakeholders across the organisation, to help build a culture of responsible national agendas governance, compliance and integrity
- Provide leadership and line management of the R&I Governance and Integrity Team
- Organise, delegate and distribute work to meet specific deadlines and monitoring progress where appropriate across the Team.
- In collaboration with the Head of R&I Quality, Policy and Culture set and monitor clear objectives, foster communication and collaborative working with colleagues in RIO but also Legal Services, IT, Registry and HR.
- Manage staff recruitment, selection and induction accordance with the University's policies and procedures.
- Manage the continuing and professional development needs of the team; conducting Personal Development Reviews (PDRs) and assessing the training and development needs of individual team members to ensure that they develop and maintain specialist knowledge and adequate support in relation to their work responsibilities.

- **Other**

- To represent the University on national and international bodies as appropriate
- To undertake any other duties which may reasonably be required by the Head of R&I Quality, Policy and Culture that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office
- This role may require some flexibility in working hours

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reporting to the Head of R&I Quality, Policy and Culture.

Responsible for two Research Governance Officers and two part-time Research Governance Administrators.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/ Presentation (incorporated in the interview stage)
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Extensive knowledge and experience of the HEI sector and the organisational and research culture of HEIs	1,2,3
	Excellent domain knowledge of research integrity, ethics, governance and compliance within an R&I environment and the risks of non-compliance	1,3
	Ability to use discretion and judgement when dealing with confidential and sensitive data	1,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Good analytical skills with the ability to interpret and disseminate information and data from complex documents	1,2,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to prioritise workload, work to deadlines, and use own initiative	1,3
	Sufficient ICT competency to support the demands of the role (main software used include MS Word, Excel, PowerPoint, Outlook, Teams) and a willingness to learn new systems	1,2,3
	Ability to problem-solve using a collaborative approach	1,3
Training	Willingness to undertake training as appropriate	1,3
Qualifications	An honours degree or equivalent experience	1
Other	Knowledge of equal opportunities and an understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to travel occasionally where appropriate	1,3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Working knowledge of the trusted research and due diligence agendas, and how they relate to HEIs and their activities	1,3
	Experience of consulting with regulatory bodies and their reporting requirements regarding governance, compliance and ethics	1,3
	Good level of line and/or team management experience	1,3
Skills and abilities	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3

	Demonstrable influencing and persuasion skills	1,3
Qualifications	Postgraduate qualification or equivalent experience in a relevant area	1,3

Conditions of Service

The position is full time and open ended. Requests for part time working will be considered. Salary will be on Management and Specialist Grade 7, £44,414 - £52,841 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>