

JOB TITLE: Research Governance Officer (HTA)

Job Ref: REQ230579

As part of the university's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department Summary

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline.

The Office incorporates a number of 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, Finance and HR.

Job Description

Job Grade: Management and Specialist Grade 6

Organisational Responsibility

Reporting to the Research and Innovation Governance and Integrity Manager.

Job Purpose

The Research Governance Officer (HTA) will support the strategic and operational research functions of the University to ensure appropriate standards of research governance. This role provides the opportunity to support the University's approach to Research Integrity and the University's research governance structures and to develop and deliver training and resources to academics to support this activity.

The post-holder will be required to review national policy documents alongside the University processes and procedures and institutional appetite for risk; providing reports and actioning proposals as required. The postholder will be Secretary to the University Human Tissue Act Licence Sub-Committee and any other working groups and committees as deemed necessary, especially in relation to the Human Tissue Act Licence. They will provide specialist information and advice, and create guidance documents and develop and deliver training, to academic staff and research students on both internal and external ethics procedures and applications and HTA matters.

Job Duties

Research Governance:

- To support the systems required to ensure the University's obligations to good research governance, including Research Integrity and Research Ethics.

- To support the University's research ethics processes, enabling researchers as required by providing expert guidance, advice and training to researchers and school signatories to enhance their understanding especially in relation to HTA.
- To review national policy and legal documents to ensure that changes are rapidly highlighted and appropriate actions proposed to senior teams, taking account of the institutional appetite for risk.
- To support the development of governance policies and procedures as required.
- To provide colleagues across the University with guidance and support in regard to all aspects of research governance, ethics and research with human tissue including the provision of online resources, user guides and training. To work with colleagues from Organisational Development to ensure that training is provided in the most appropriate method of delivery and meeting quality standards.
- To act as Secretary for Human Tissue Act Licence Sub-Committee including preparing agendas, minute-taking and the appropriate dissemination of their discussions and decisions.
- To help raise awareness of and support training in, completion of the pre-material transfer agreement checklist in collaboration with the Departmental Quality Managers in each School, to effectively inform the Research and Innovation Contracts Team when developing or reviewing material transfer agreements.
- To work with the HTA designated authority (and on their behalf) to conduct quality control sample and consent audits across the Schools, on an annual basis, in order to assess the risk to the University of non-compliance.
- To proactively engage with the external policy environment to ensure the University shapes research governance developments.
- To provide both support for the Pro Vice Chancellor and Director of Research and Innovation as well as the Research and Innovation Governance and Integrity Manager as required, including responding to Freedom of Information requests.

Other:

- To provide support as required for large-scale research planning and policy initiatives, including research assessment exercises and statutory returns.
- To represent the University internally and externally, as appropriate.
- To carry out specific administrative roles and functions as may be reasonably required e.g., to take part in or act as chair of committees and working groups.
- To engage and support training programmes in the University (working with Organisational Development) in appropriate areas.

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 and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and 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:

Reports to Research and Innovation Governance and Integrity Manager.

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 and / or Presentation
- 3 – Interview

Area	Essential	Desirable	Stage	
Experience	Experience and knowledge of working in the area of research ethics, HTA integrity and governance in a University or similar environment.	Committee services and minute taking experience.	1,2,3	
	Awareness and knowledge of national policy and local procedures both within the University and the NHS/healthcare sector.		1,2,3	
	Experience of providing training and advice/guidance to colleagues at all levels of seniority.		1,3	
	Experience of reviewing, digesting and helping draft institutional feedback on national policy consultations		1,3	
Skills and abilities	An understanding of research ethics and research policy in the HE sector and an ability to maintain an up-to-date knowledge of developments through professional networks.	Knowledge and understanding of wider issues in the HE and education sector.	1,2,3	
	Excellent IT skills (Microsoft Office, Word, Excel and PowerPoint being particularly important) and have experience of using large databases and datasets.	An ability to highlight the need for the amendment of institutional policies and procedures.	1,3	
	Ability to communicate professionally and effectively with senior staff of the University as demonstrated by contribution at senior committees of the University.	An understanding of and an empathy with the research environment of the University and its significance for individual researchers, students and the wider community.	1,3	
	Ability to liaise effectively and diplomatically with external bodies/organisations.		1,3	
	Ability to work in a methodical and accurate manner and to be flexible and creative in developing new methods of working as required.		1,3	
	Excellent interpersonal skills and the ability to work as an effective part of a team as well as independently when required.		1,3	
	Ability to prioritise workload, work to deadlines, be self- motivated and use initiative where appropriate.		1,3	
	Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.		1,3
	Qualifications	A good honours degree or appropriate professional qualification and/or equivalent professional experience.		1,3

Other	Commitment to observing the University's Equality and Diversity policy at all times.		3
-------	--	--	---

Conditions of Service

This full-time post (1.0 FTE) is offered on an open-ended contract. The salary offered will be within the Management and Specialist grade 6 from £33,348 to £43,155 per annum. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for staff employed on Grade 6 and above, 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: <https://www.lboro.ac.uk/services/hr/benefits/family/>

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/>