Loughborough University

RESEARCH GOVERNANCE ADMINISTRATOR – PART-TIME (MATERNITY COVER)
Job Ref: REQ240774

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 & Innovation Office plays a leading role in shaping and delivering the University's research and innovation 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 & 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:
Administrative Services Grade 5

Job Purpose
To work within the Research and Innovation Office Research Quality and Policy Team to provide support for:

- Research Governance Activities
- Ethics Review Submissions
- External Ethical Approval Processes
- General Administration

Job Duties

Research Governance Activities

1. To provide support to the Research Governance Officer with the work of the Ethics Review Sub-Committee including arranging meetings, producing agendas and papers for consideration.

2. To be the first point of contact for queries relating to ethical approval or research integrity from students, staff and external parties. To resolve these where possible offering appropriate advice and guidance, referring more serious issues to the Research Governance Officer.

3. To assist the Research Governance Officer in the delivery of training to staff and students on the ethical review processes and on research integrity.

4. To assist the Research Governance Officer in ensuring information on ethical submissions is made available for reporting at the University's Research Committee, Ethics Committee and Health and Safety Committee meetings to enable them to monitor the efficacy of procedures.

5. To assist with the preparation of revised policies and procedures on research governance for submission to the Ethics Committee and/or the Research Committee for approval

Internal Ethical Review Submissions

1. To be responsible for monitoring the progress of online ethical approval submissions, ensuring that reviews are undertaken and responses processed appropriately. To manage the processes for escalating studies which raise ethical concerns to the Research Governance Officer where appropriate. To provide appropriate information for staff and students on the progress of their submissions to ensure that they understand the position of their application and the timeframes for issuing of approvals.

2. To be fully responsible for the spot-checking of studies using the low level approval route to ensure that appropriate approvals are obtained.

3. Working with the Research Governance Officer, to assist in overseeing all matters associated with ethical submissions. This will include duties such as:-
   - arranging the on-line review of submissions and monitoring responses;
   - providing feedback to staff and students regarding their ethical review submissions
   - processing amendments to Generic Protocols or research projects
   - implementing changes to the ethical review processes and updating the online forms and templates
   - liaising with the Chair and members of the Ethics Review Sub-Committee and the Secretary of the Ethics Committee regarding submissions;

4. To assist the Research Governance Officer in undertaking the annual cycle of tasks and processes which underpin the ethical review processes.

5. To support School ethics reviewers with the processing of submissions within Schools.

External Ethical Review Processes

1. To provide support and advice for students and staff on external ethical processes, such as those operated by the Health Research Authority or Ministry of Defence.

2. To support the Research Governance Officer with the sponsorship approval processes for submissions to the Health Research Authority (NHS ethics review process).

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students, academic staff, external organisations and other University Colleagues.

2. To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.

3. To ensure compliance with relevant University policies and procedures.

4. To undertake any other duties as may be reasonably requested by the line manager.

5. To undertake any training and development deemed appropriate for the position by the line manager

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 & 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

Reports to the Research Governance Officer

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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/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant previous relevant experience within an appropriate environment.	1,3
	Significant experience within a student or other customer - focussed environment.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3
	Able to work under pressure and meet competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of the supervision and line management of staff.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g. LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3
	Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

Conditions of Service

The position is PART-TIME (22 hours) and FIXED TERM for 12 months (or the earlier return of the post holder) starting November 2024. This role could also be considered as a **Secondment** opportunity for a suitable candidate. Salary will be on Administrative Services GRADE 5, £27,979 - £32,982 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5 , 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 can be found here.

The University offers a wide range of employee benefits which can be found here.

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/