

Job Description

Position Details	
Faculty/Directorate	Professional Services
School/Department	Research and Knowledge Exchange Directorate
Team	Research Environment and Impact
Job Title	Research Ethics and Governance Manager
Grade	8
Hours of Work	37
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Head of Research Environment and Impact
Responsible For (Job Title)	N/a

Principal Accountabilities
<p>Provide effective management and strategic direction for the development and operation of administrative processes in relation to research ethics and governance and ensure that relevant staff receive timely and appropriate documentation and guidance to allow them to function effectively in accordance with our external obligations.</p> <p>To develop and implement codes of conduct, policies, and systems that are necessary for our commitments with the Concordat for Research Integrity and other governance frameworks, and to check ongoing compliance.</p>

Key Tasks
<p><i>Developing and Managing new Ethics Procedures</i></p> <p>To refine, and where appropriate, develop, new operational procedures for research ethics and governance to facilitate more effective and efficient operations.</p> <p>Work with the Director of RKE and Head of Research Environment and Impact to ensure that policies on ethical standards include clear processes for obtaining ethical approval that are communicated effectively to staff; appropriate procedures for considering wider ethical concerns</p>

HR Only

[Role Profile]

[SOC/Expert]

[Grade/HESA
level]

[Analyst]

[Evaluation Number]

[Date]

connected to research; appropriate procedures to obtain and record clearly informed consent from research participants.

Audit existing academic ethics procedures and make recommendations to ensure that academic ethics procedures are functional and active across all types of research carried out in the University.

Manage the development of new ethics guidelines and the modification of processes in EthOS, the University's online ethical review system, as appropriate.

Research and source appropriate good practice on academic ethics from other universities and in relation to NHS Ethics (NRES and IRAS), NHS Trust R&D approval.

Take a lead and work with appropriate academic staff to ensure compliance with the Human Tissue Act.

Working with Faculty Heads of Research Ethics and Governance to develop and implement effective processes for monitoring student projects.

Work with Faculty based administrators to put in place processes which ensure the accurate recording of all research projects.

Attend the Research Ethics and Governance Committee (REGC) to report on the development and implementation of procedures.

Liaise with relevant colleagues to ensure that relevant documents are made available to staff and PGR students.

Lead, organise and participate in ethics training activities to raise awareness of procedures.

Attend PGR Induction days to ensure that ethics procedures are communicated and understood by PGR students

Develop and implement relevant codes of conduct, policies and systems.

Work with the Head of Research Environment and Impact and colleagues to develop and refine existing codes of conduct and policies on research governance

Work with the Head of Research Environment and Impact and colleagues on the further development of training materials that give researchers support to conduct research of the highest integrity

Research and collate examples of good practice from other universities on research governance

Take the lead on delivering awareness raising sessions on our commitments to the Concordat for Research Integrity.

Work with the University's Data Protection Officer and colleagues in Legal Services and Information Security and Digital Systems to ensure that researchers have clear guidance on data management plans and their obligations to participants and funding agencies in this regard

Work with relevant colleagues to implement data management systems at the Faculty level

Work with relevant colleagues to incorporate data management into Ethics procedures and governance

Undertake monitoring of on-going research to ensure compliance with research governance procedures

Service Provision

Support academic staff across the University with research ethics and governance agendas.

Initiate and develop contacts throughout the HE sector to ensure up to date awareness of, and to contribute to and lead on, current developments in postgraduate ethics and research

Advise the Director of RKE and Faculty Heads of Research Ethics and Governance on the development of central support, communication and monitoring arrangements for the University's funders and other external regulatory bodies with respect to REGC procedures

Ensure that the University's equal opportunities policies are enacted in the REGC procedures

Special Features

The nature and seniority of the post requires the post holder to be flexible in discharging his/her functions. Some evening or weekend work in relation to the delivery of programmes, for example, may be required.

The post holder will also be required to travel in connection with external meetings and staff development activities.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to work independently and lead a team in the planning and delivery of key objectives, providing provide direction and motivation to others to achieve objectives.	E
		1.2	Ability to develop policies, strategies, regulations and guidance.	E
		1.3	Good written, presentational and oral communication skills to enable communication of complex information to provide of a clear vision for a wide range of audiences.	E
		1.4	Ability to manage complex and overlapping project activities.	E
2	General & Specialist Knowledge	2.1	Excellent knowledge and understanding of research governance and research ethics in a UK research context including knowledge of ethics risks in research.	E
		2.2	Knowledge of University research administrative procedures.	D
3	Education & Training	3.1	A higher degree/postgraduate qualification or equivalent in a relevant subject area and evidence of continuous professional development	E
4	Relevant Experience	4.1	Experience of working in a senior role in the area of research administration; successful experience of managing a varied and demanding workload, including planning effectively, prioritising work and meeting deadlines.	E
		4.2	Experience of preparing proposals, applications and reports to internal committees, boards and external bodies.	E

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		4.3	Experience of contributing to and implementing quality assurance procedures.	E
		4.4	Experience of designing and delivering high-level administration systems within existing frameworks.	D
		4.5	Successful experience of supervising staff or co-ordinating the work of others to achieve objectives.	D
		4.6	Experience of preparing applications for NHS Research Ethics approval	D
		4.7	Experience of monitoring/auditing research	D
5	Special Requirements	5.1	Evidence of a commitment to equal opportunities	E
		5.2	Evidence of, and commitment to, ongoing personal and professional development and supervision.	E
Date of Revision		September 2020		