



Candidate Information

Position:	Research Governance, Ethics and Integrity Manager
School/Department:	Research and Enterprise
Reference:	19/107085
Closing Date:	Monday 28 January 2019
Salary:	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 11 February 2019

JOB PURPOSE:

The successful candidate will report to the Head of Research, Ethics and Integrity, working alongside colleagues in the Research Governance, Ethics and Integrity Team, to manage and deliver on the operational aspects on the good governance of research (human and animal). This shall include ensuring researchers (staff and students) comply with relevant legislative and ethical requirements, and, as required, addressing allegations of misconduct in research.

MAJOR DUTIES:

1. As a senior member of the Team the post-holder shall contribute to the University's strategic priorities by ensuring research conducted is done so with integrity and through good governance.
2. Manage the day to day activities of research governance within the remit of University policies and procedures to ensure that the Medicines for Human Use, (Clinical Trials) Regulations (2004); EU Regulations for medical devices and in vitro diagnostic medical devices (2017), Human Tissue Act (2004), Animal (Scientific Procedures) Act 1985 and any subsequent legislative amendments, and the UK Policy Framework for Health and Social Care Research are complied with.
3. By keeping abreast of national developments in all aspects of research governance the post-holder shall Identify knowledge gaps, design and deliver in-house training programmes on governance and integrity related matters for academic and research staff, and students.
4. Maintain, review and enhance, as necessary, the information systems, databases and quality management processes for the governance of research activities involving humans and animals across the University.
5. Provide assurances to the University in respect of governance, ethics and integrity of compliance with its Regulations, Policies and Procedures through a programme of audit.
6. Maintain and build internal and external relationships through liaison with Staff, Schools, Faculties and Directorates within the University, in particular, the Research Contracts Team with whom you will have regular contact. Liaise with external bodies including Regulatory Authorities, Funding Councils, Research Offices in local Health and Social Care Trusts, ORECNI, universities and PHA R&D Office.
7. Service, and provide input to, a range of University Committees and working groups whose members include Pro-Vice Chancellors, Deans, Heads of Schools, Directorate Heads and academic staff on matters relating to research governance, ethics and integrity.
8. Produce reports, regular returns of research activity and contribute to responses to external consultations and briefing documentation. Prepare papers for University Committees and other relevant bodies on matters relating to Research Governance.

9. Advocate and support the University's research integrity agenda. This will include:
 - Understanding government and funder requirements regarding the integrity of research and will necessitate keeping abreast of new and existing policy within the area.
 - Ensuring communication with staff and students across the University on research integrity developments.
 - Identifying best practice standards for the conduct of research and sharing these through training, the delivery of professional advice, support and guidance to researchers.
 - Supporting the Head of Research Governance with the implementation of the University's Regulations governing an Allegation of Misconduct in Research through the participation of investigations, servicing of panels and preparation of supporting documentation.
10. To contribute to website developments providing researchers, academics and students with information around research governance, ethics and integrity.
11. To ensure that the relevant University policies and procedures are adhered to in relation to Data Protection, information security, data management and Open Access.

Planning and Organising:

1. Assist the Head of Research Governance in the implementation and achievement of the strategic priorities of the Research Governance, Ethics and Integrity Team in line with the University's and the Directorate of Research and Enterprise strategic objectives.
2. Plan and develop programmes of work which ensure the University complies with legislative and good practice requirements.
3. Plan the appropriate monitoring/audit required of specific research projects, in consultation with the relevant external stakeholders.
4. Organise and ensure the maintenance of the University's records to comply with a Sponsor's responsibilities.
5. Plan and organise events e.g. seminars, training, workshops for staff and students, as required on various governance, ethics and integrity components.
6. Plan individual workload in the context of the Team, Directorate and University priorities
7. Ensure that own day to day tasks are planned and organised to ensure that all necessary activities and objectives are met.

Resource Management Responsibilities:

1. Develop skills and competencies of Academic and Research staff and post-graduate studies across the University.
2. Utilise and maintain information systems for all aspects for the good governance of research to maximise their capacity.
3. Manage University Committees and Groups in respect of research governance.
4. Supervise Research Governance staff, as required.
5. Be responsive to researchers through facilitation and support through the governance processes applicable to their research study.

Internal and External Relationships:

1. Collaborate and negotiate with external bodies including health trusts, the Public Health Agency R&D Office, Research Councils, Office of Research Ethics Committees Northern Ireland (ORECNI) in the formation of agreements and the development of good working practices.
2. Liaise with Queen's staff and students including Pro-Vice Chancellors, Deans, Heads of School, School Managers, legal advisor, insurance officer, Faculty staff, and Research Contracts Team in matters of governance, human tissue, ethics (human and animal) and research misconduct.
3. Liaise, as required, with regulatory authorities in terms of seeking clarity but also to assist them in carrying out their activities in relation to the monitoring and compliance with Legislation.
4. Build and maintain effective relationships with colleagues within the Research Governance Team, the Directorate, Faculties and Schools.
5. Build and develop effective relationships with external bodies, including Health Research Authority RECs, R&D staff within local health and social care Trusts.

ESSENTIAL CRITERIA:

1. Honours degree in a relevant subject or substantial relevant vocational and management experience.
2. Demonstrable knowledge and understanding of legislative and policy issues relevant to this area.
3. Experience, in the last three years, of working in a clinical research area or managing relevant governance activities.

4. Evidence of 3 years' relevant professional experience in a higher education/further education or research setting including:
 - Management of multiple projects.
 - Contributing to the development and implementation of new initiatives/policies/procedures.
 - Experience of undertaking and/or supporting research.
5. Demonstrable experience of audit and/or monitoring.
6. High level of attention to detail and ability to deliver reports, meeting papers with a high level of accuracy.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualification.
2. Evidence of having taken significant responsibility for a recent project.
3. Experience of website maintenance.
4. Experience of working in the Higher Education sector and/or Health and Social Care.
5. Experience of developing Material Transfer Agreements / Clinical Trial Contracts.
6. Experience of developing and delivering workshops.