



Candidate Information

Position:	Global Compliance Manager
School/Department:	Research and Enterprise
Reference:	25/112451
Closing Date:	Monday 14 April 2025
Salary:	£49,054 - £60,284 per annum
Anticipated Interview Date:	Thursday 8 May 2025
Duration:	3 years

JOB PURPOSE:

The Global Compliance Manager will play a key role in leading, planning, implementing and providing assurance on the themes of Trusted Research across the University. The post holder will operate individually and as part of the Research Governance, Ethics and Integrity Team. Managing a team of Global Compliance and Due Diligence Assistants, the Global Compliance Manager's primary responsibility is to be the leading expert on Trusted Research.

This includes:

- Supporting the development of policies and procedures to ensure the Trusted Research agenda can be effectively executed within Queen's University.
- Helping to embed a culture of trusted research across the University as part of the wider research integrity agenda.
- Providing strategic and practical support to enable research be conducted in a trusted manner. In particular ensuring due diligence is undertaken on, but not limited to, research partners. Using the gathered intelligence to support decision making by University leadership or the provision of advice directly to staff as to the risk posed by identified partners.
- Acting as the primary point of contact for the global compliance both internally and externally, providing expert, professional guidance.
- Engaging widely and effectively with those within and beyond Queen's to further develop the Trusted Research agenda.

Within Strategy 2030 a core pillar is 'Global Reputation and Partnerships'. This role will be critical to ensuring that as international partners and networks are developed within the research setting they are done so in line with the requirements and principles of Trusted Research.

MAJOR DUTIES:

1. Work closely with academic and professional support colleagues across the University to implement the requirements of trusted research in place to manage partner due diligence, Export Control legislation and National Security and Investment Act by:
 - Working closely with the Faculty Deans of Research, Directors of Research and academics to identify, evaluate and record historic and active research that must comply with national security legislative requirements.
 - Work with colleagues in professional support services to educate, identify and manage potential areas of risk posed in international research in complying with the principles of trusted research.
 - Reviewing of research contracts, proposed collaborations, and/or consultancy activities to ensure compliance with Trusted Research.
 - Develop and deliver training to raise awareness of the trusted research requirements and/or implement training developed externally, as appropriate.
 - Manage staff appointed to support the due diligence and global compliance processes.

2. Ensure the University has in place the appropriate policies and procedures to address the components of trusted research:
 - Utilise specialist knowledge to develop, consult, review and implement policies and procedures to ensure compliance with legislative and funder's requirements. This includes, but is not limited to, due diligence, export control, national security and investment act.
 - Engage with other professional support services directorates who take lead responsibility on ensuring ATAS, cyber security, data protection and data management to ensure their policies and processes complement those required for research purposes.
 - Establish key relationships with senior staff including the Pro-Vice Chancellor Research & Enterprise, PVC for Internationalisation, Deans of Research, Heads of Schools to identify opportunities to enhance the University's mitigation of risks posed by the Trusted Research agenda.
 - Managing all preparations for visits/compliance audits from funder's and government bodies relating to trusted research.
 - Monitoring and evaluating compliance across the university in order to provide assurance to senior leadership.
 - Keeping up-to-date recording systems, and producing reports on, trusted research activity within individual Schools/Faculties.
3. Ensure the requirements of funders relating to the broader research integrity and research culture are addressed. This shall include, but is not limited to, Bullying and Harassment, Duty of Care, Preventing Harm in Research, and Nagoya Protocol. This will be achieved by:
 - Ensuring the necessary professional support services directorates and academic colleagues are aware of funders' requirements.
 - Developing and implementing policies and/or procedures for the University to support compliance.
 - Developing and delivering training on the various topics to ensure awareness across the University in both professional support services and academic sectors.
 - Undertaking a regular monitoring exercise to provide assurance regarding compliance.
4. Identify and develop reporting requirements for University senior leadership and relevant committees responsible for international and/or wider compliance agenda to ensure appropriate and timely information is available on institutional requirements and assurances relating to compliance.
5. Support colleagues in business alliance through the provision of information to facilitate notifications to the Export Control Joint Unit.
6. Ensure robust processes and maintained and implemented to facilitate the due diligence process, to include, but not limited to:
 - The identification and tendering of suitable software to facilitate searches.
 - Training of support staff to enable due diligence searches to be undertaken.
 - Providing training to the research sector to enhance due diligence searches.
7. Develop and maintain a comprehensive knowledge of the Trusted Research landscape. In turn develop and maintain national networks with the Higher Education Export Control Association (HEECA), Research Collaboration Advise Team (RCAT), Centre for Protection of National Infrastructure (CPNI) and Russell Group to inform the national agenda, develop collaborative working in the trusted research space and identify planned changes in legislative frameworks relevant to this area.
8. Identify best practice relating to Trusted Research and compliance with funder's terms and conditions on broader compliance matters to ensure the University is conforming to requirements.

ESSENTIAL CRITERIA:

1. A degree or substantial relevant experience in a similar role.
2. Substantial relevant experience to include:
 - Successful delivery of complex projects, and of planning and completing project activities within fixed time frames.
 - A good understanding of issues relating to research and research grant applications and how geopolitics may impact on same.
 - Demonstrable knowledge of the current and potential developments related to legislative compliance and how these might impact on research funding and individual researchers.
 - Preparing high-quality written reports.
 - Sourcing and analysing detailed and relevant information, and interpreting and reporting on this in a meaningful way for the target audience.
 - Evidence of running events/ workshops and involving external stakeholders in the same.
3. Expertise in the requirements of trusted research and the legislative framework that underpins specific components to identify and manage the potential impact of same on the wider university.
4. Strong IT skills, with proficiency in Microsoft Office applications and experience in website management and development 10.
5. Willingness to work flexibly and travel internationally, as required.
6. Excellent communication and presentation skills with both internal and external audiences.
7. Excellent project management, negotiation and influencing skills.

8. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
9. Experience of managing and motivating staff to work towards compliance.

DESIRABLE CRITERIA:

1. A relevant professional qualification.
2. Demonstrable knowledge and understanding of the activities of Queen's University and its strategic plans for research and innovation, along with global ambitions.
3. Excellent copywriting and proofing skills.
4. Experience of budget management/control.