JOB DESCRIPTION

Job Title: Research Ethics Officer

Department / Unit: Research and Innovation

Job type: Professional Services

Grade: RHUL Grade 6

Accountable to: Research Integrity and Ethics Manager

Purpose of the Post

This is a new post within Research and Innovation which will play a key role in supporting the implementation of best practice administrative processes related to research integrity, governance and ethics.

The research ethics officer will support the delivery of the research ethics application process, ensuring all approvals are made in line with our new Research Ethics Risk Framework.

The postholder will act as the first point of contact for queries on ethics applications and support our academics and students through the ethics review process. The post holder will also support the implementation of our new ethics system.

The postholder will contribute to the objectives of the Policy and Integrity unit to support good decision making and good research practice.

Key Tasks

Research Ethics applications

- To undertake the initial assessment of applications for ethical approval to ensure that they are complete and appropriate before allocating them for review.

- To approve low risk applications and support the workflow of medium and high-risk applications, flagging potentially high-risk applications to the Research Ethics and Integrity Manager when appropriate.

- To coordinate the preparation and distribution of correspondence to researchers regarding the outcomes of ethical review, and correspondence relating to required modifications, which could include minor and/or major amendment requests.

Research Ethics system development

- Provide support to the Research Ethics and Integrity Manager for the development of the ethics review system, ensuring continuity of service delivery for ethical approvals.
- Assisting in the development of a review system for projects that have received ethical approval, and ongoing support of the system.

### Training and communication
- Ensure that all integrity and ethics resources are up to date and maintain the internal website
- Provide ongoing support for the maintenance of the ethics system, including the provision of guidance for users

### Support for Research Ethics governance
- To provide quarterly research ethics application reports for each School, Research Ethics Committee, Research and Knowledge Exchange Committee and Executive Board.
- Assisting with the review of School based processes in support of research ethics and integrity.

### Other
- Assist with general administration, including meeting, event and training organisation, distribution of papers and minute writing.
- Maintain relationships with national and international ethics committees and other bodies as appropriate
- To keep up to date with changes in the sector including any advice / recommendations from relevant professional bodies

### Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. Business needs will drive the priorities and focus of the role. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships
The following list is not exhaustive, but the post holder will be required to liaise with:

**Internal:**
- Academics and students
- School Administrators
- Research data management
- Data Protection
- Legal and Governance
- Health and Safety
- Equality, Diversity and Inclusion
- Other professional services

**External:**
- Research funding bodies
- UKRIO
- ARMA
- UKCORI
Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Research Ethics Officer  
**Department:** Research & Innovation

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by Application Form/Interview/Test</th>
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</thead>
<tbody>
<tr>
<td>Excellent standard of education to degree level or equivalent work experience in a relevant area.</td>
<td>x</td>
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<td>Application</td>
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<tr>
<td>Detailed and current knowledge of the research ethics landscape</td>
<td></td>
<td>x</td>
<td>Application Form/Interview</td>
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<td><strong>Skills and Abilities</strong></td>
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<tr>
<td>Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively</td>
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<td>Application Form/Interview</td>
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<td>Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.</td>
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<tr>
<td>Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.</td>
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<td>The ability to work efficient and process applications within a given timeframe.</td>
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<td>Experience in triaging research ethics applications against a risk review framework.</td>
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<td>Application Form/Interview</td>
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<td>Proven ability to use creative problem-solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency and customer satisfaction.</td>
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<td>Flexibility and proven ability to respond effectively to changing requirements</td>
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<td>Excellent IT skills and proven ability to learn new systems and programmes.</td>
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<td><strong>Experience</strong></td>
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<td>Experience in research ethics application management</td>
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<td>Experience of working with researchers and being able to advise on research ethics matters</td>
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<td><strong>Other requirements</strong></td>
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<td>Experience of ensuring the quality and accuracy of research ethics application ahead of circulation for review</td>
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<td>Application Form/Interview</td>
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