

## Job Description – Manager, Research Governance

### **About the role**

This is an excellent fixed term opportunity for a professional and highly motivated individual to work in the Research Strategy and Governance Team in the Research, Enterprise and Scholarship Unit (RES). You will work with colleagues from across RES and the University to support the delivery of the University's research governance activity, and also undertake wider team functions, as required.

### **Key responsibilities**

Act as Secretary or Working Secretary to committee(s) associated with research governance and ethics of the University as required.

Keep abreast of changes in research governance environment (internal and external) and provide advice on research integrity and ethics policies, processes and governance, supporting advocacy and the dissemination of good practice in this area, raising the profile and importance of research integrity, ethics and governance.

Support the management of research misconduct cases and other relevant research governance matters ensuring appropriate records are maintained and management reports on research integrity activities provided to RES management and governance committees, as required.

Work with the Senior Manager Research Governance and Partnerships, Committee Chair(s), other RES Unit committee secretaries, and central Governance Team, to develop a coordinated cycle of research governance business, and to support the development of best practice operational protocols and procedures across the research governance sub-structure.

Support the delivery of the highest standards of research governance, ethics and integrity across the University through the development and delivery of relevant change projects and research ethics and integrity training, as required.

Working closely with the Senior Manager Research Governance and Partnerships and other team members to develop and maintain relevant internal and external facing websites to ensure that University policies on research governance, integrity and ethics are clear and accessible.

## **Skills and experience**

Degree, or relevant equivalent professional qualification or experience

Experience of successfully managing and servicing committees or similar, including experience handling confidential and sensitive data and information, and managing business schedules.

Excellent written and oral communication skills with the ability to synthesize information, conveying key points clearly and concisely to a range of audiences and across a range of media, demonstrating attention to detail and high levels of accuracy as well as the ability to scrutinise, synthesise and interpret data.

Excellent IT skills in MS Outlook, Excel, Word, SharePoint and web-based programmes

Flexibility to work independently and with team members to meet deadlines and competing priorities, demonstrating a highly organised and methodical approach to work.

Professional, friendly and approachable manner

An understanding of research integrity and ethics issues relating to research and of governance processes and issues in an HEI or other institutional setting would be desirable.