

# Research Governance and Integrity Manager



**OPPORTUNITY**

Where change gets real.



**Reference: 0314-24**

**Grade: 9**

**Salary: £45,585 to £54,395 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

# Job description

## Job Purpose:

- ▶ The Research Governance and Integrity Manager is a strategic leadership role providing specialist advice, guidance and training to university staff on all matters relating to research integrity, research governance and regulatory compliance.
- ▶ Working with the Senior Research Leadership Team the post holder will foster and embed a thriving culture of research integrity across the University's Colleges, Professional Services departments, and Committees, thus ensuring that at Aston research is performing to the highest standards of professionalism and rigour, in an ethically robust manner.
- ▶ The role holder will oversee the Research Governance team in Research Services, including the development, implementation and awareness raising of the University's policies in respect of research ethics, research integrity, bioethics, open science and open data and Human Tissue Act. They will support the Research Integrity and Ethics Committee in overseeing and ensuring Aston University's compliance with the relevant legislation in this important and growing area.
- ▶ The Research Governance and Integrity Manager will ensure that processes and training is in place to support researchers and students to conduct research that complies with legislation, external regulations, research policies and good research governance. They will ensure that high quality, timely and pragmatic advice is available to support researchers.
- ▶ The role holder will report to Director of Research Services.

## Main duties and responsibilities

### Policies, Processes and Guidance

- ▶ To ensure continued development of the University Research Integrity Policy, including compliance with the "Concordat to Support Research Integrity" and associated regulation, legislation, and best practice.
- ▶ To contribute to the development of university ethics policies and procedures and to facilitate their implementation across the University, including training as appropriate.
- ▶ To maintain up to date knowledge about broader aspects of research governance, and to advise the Senior Research Leadership Team, comprising the PVC Research and Enterprise, Deputy PVC Research and Enterprise and Director of Research Services of areas requiring development or improvement.
- ▶ To provide advice and expertise to key committees, including the University Research Integrity and Ethics Committee.
- ▶ Ensuring coordination across relevant Professional Services and Colleges in policy development, implementation and monitoring
- ▶ Ensure currency of policies by providing regular review and updating where necessary to ensure best practice and compliance.

### Culture of Research Integrity

- ▶ To foster and promote a culture of research integrity across the University, including:
  - ▶ Increasing researchers' understanding of their responsibilities in respect of all aspects of research integrity
  - ▶ Raising the visibility and understanding of ethical issues across the full breadth of research undertaken at Aston
  - ▶ Developing a comprehensive suite of resources and training programmes

### Regulatory compliance and representation

- ▶ To act as the University Sponsor Representative for all research as required
- ▶ To support University compliance with the Human Tissue Act and Health Research Authorities, working closely with the Designated Individual for Human Tissue Act compliance
- ▶ To ensure standards and processes are in place to meet the regulatory requirements for ethical approval (including through NHS Research Ethics Committees) and for compliance with regulatory obligations including ongoing monitoring of studies.
- ▶ Provide expert advice and guidance to staff on applying for NRES approval, NHS ethics approvals, and trial sponsorships.

- ▶ To take the role of Office for National Statistics (ONS) Single point of contact for access to the Secure Research Service, working with ONS and Digital Services to support Assured Organisational Connectivity (AOC) for Aston's researchers who have agreed access to the service.

### **Provision of advice and reporting on investigations of allegations of research misconduct, academic integrity and research governance**

- ▶ To provide expertise on areas of research governance, including:
  - Data protection.
  - due diligence (with respect to funders, industrial partners and donors),
  - protection of vulnerable groups,
  - compliance with internal and external regulations, policies, and processes.
- ▶ To act as initial point of contact for adverse events and complaints associated with research undertaken by Aston staff and students. To lead on the management of such cases in accordance with the University's procedures
- ▶ As necessary, to prepare external reports on the University's compliance in this area.

### **Management**

- ▶ To have day-to-day responsibility for and oversight of the University's research integrity activities
- ▶ To oversee the future development of Research Ethics Systems as required.
- ▶ Line management of the Research Integrity Officer
- ▶ To work closely with the Chair of the University Research Integrity and Ethics Committee to contribute to the programme of work for that Committee, supported by the Committee Secretary (Research Integrity Officer)
- ▶ To provide the secretariat for the Animal Welfare and Ethics Review Board

### **Communication and relationship building**

- ▶ In order to deliver the responsibilities of this role effectively, communication and relationship building within and beyond the University is integral to this role. The role holder will liaise, manage and maintain positive relationships with:

#### **Key Departments:**

- ▶ All Colleges
- ▶ Aston Graduate School
- ▶ Early Career Research Forum
- ▶ Legal Services
- ▶ Finance

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A good first degree	Application form
<b>Experience</b>	<p>Significant knowledge and experience of complying with a range of research ethics and integrity legislation, in particular National Health Service Research Ethics Service and Research Ethics Committees.</p> <p>Significant knowledge and experience of engagement with key areas of university research policy and governance, including at least two of the following:</p> <p>Concordat to Support Research</p> <p>Integrity; Vitae Researcher</p> <p>Development Framework; Human</p> <p>Tissue Act procedure and requirements.</p> <p>Office for National Statistics Secure Data Service.</p> <p>Research Culture initiatives driven by UKRI, the Royal Society and Wellcome Trust.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Experience of working with a variety of stakeholders and managing competing interests.</p> <p>Monitoring, analysing and developing service delivery to meet changing requirements.</p> <p>Developing strategy and driving change/improvements in a regulated environment or higher education setting.</p> <p>Excellent communication skills to build external contacts that will support research integrity.</p> <p>Digitally literate</p>	Application form and interview

	Essential	Method of assessment
<b>Other</b>	<p>A commitment to provide timely support to academics to progress the integrity of their research projects.</p> <p>Commitment to observing the University's Equal Opportunities Policy at all times.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>A post-graduate or doctorate qualification.</p> <p>A project management qualification.</p>	Application form
<b>Experience</b>	<p>In addition to the essential knowledge and experience of NHS research ethics, broader knowledge/experience of research ethics and governance is desirable, for example:</p> <p>Medicines and Healthcare products Regulatory Agency procedures and requirements.</p> <p>Ethics approval processes</p> <p>General Data Protection Regulation</p> <p>Equality Act 2010</p> <p>Open Science and Open Data Bioethics</p>	Application form and interview
<b>Other</b>	<p>Overseeing and delivering training sessions on research ethics and integrity to academics and researchers, for example, Good Clinical Practice or Human Tissue Act requirements</p> <p>Managing teams</p>	



## Contact information

### Enquiries about the vacancy:

Name: Sally Puzey

Job Title: Director of Research Services

Email: [s.puzey@aston.ac.uk](mailto:s.puzey@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits  
Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

## **Before you start and Right to Work**

### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.



**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). The University’s Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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