

# Research Ethics Officer



**OPPORTUNITY**

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gets real.



**Reference: 0570-24**

**Grade: 07**

**Salary: £30,505 to £35,808, per annum, depending on experience**

**Contact Type: Permanent**

**Basis: Full-Time**

## Job description

### Job Purpose:

This is an exciting opportunity for a motivated person to join the dedicated Aston University Research Integrity Office, which is part of our broader Research Services department.

The role will have a particular focus on all aspects of administration associated with the research ethics and integrity procedures within our three academic Colleges, including:

- Supporting the promotion of good research practice across the University;
- Supporting the ethics review processes for research studies, and provide advice to researchers as they prepare their ethics applications;
- Managing the business of the College Research Ethics Committees, including working closely with the Committee Chairs;
- Reviewing and maintaining processes and policies.

We are looking for someone with excellent communication and organisational skills, and the ability to multi-task and work well as part of a busy team. You will be able to work constructively with academics at all levels, as well as professional services colleagues in different departments (in particular, Legal Services, Health and Safety and the Graduate School). The role will appeal to someone who enjoys the challenge of making things happen in a fast-moving environment, whilst paying attention to detail, and demonstrating excellent planning and problem-solving skills. Experience in working within the Higher Education sector is desirable, but not essential if you can demonstrate other key skills.

The role holder will report to the Research Governance and Integrity You can find out more about our research integrity and ethics work at <https://www.aston.ac.uk/research/integrity-ethics>

If you have any questions about the role, please e-mail our Research Governance and Integrity Manager, Yvonne Henderson or our Research Integrity Officer, Matt Richards at [research\\_governance@aston.ac.uk](mailto:research_governance@aston.ac.uk). Please note that applications e-mailed to this address will not be accepted.

At Aston University, we have adopted a Dynamic Working approach, which for this role means that you will be supported to work from home for two days per week and be campus-based at other times.

### Main duties and responsibilities

- ▶ To coordinate the business of the College Research Ethics Committees including: initiation and preparation of agendas, distribution of committee papers, recording and preparing accurate minutes, execution of all decisions agreed by the Committee(s), preparing reports and briefings for the Chair, Line Manager or Research Governance and Integrity Manager as required.
- ▶ To pre-view submitted applications for ethical approval to ensure applications are complete and allocating them to reviewers according to research expertise and availability. Identify and flag high-risk applications to the Chair for discussion prior to allocation to a reviewer.
- ▶ Responsibility for processing, preparing and sending general correspondence to researchers regarding the decisions of the Committee(s), including favourable opinions, provisional opinions and other correspondence related to research protocols and modifications, adhering to set deadlines.
- ▶ To organise and facilitate ad hoc meetings or ethical reviews outside of scheduled Committee meetings. Respond to general queries and provide accurate and timely advice in relation to complex matters about research ethics applications and the University procedures.

- ▶ Proactively keep track of open queries, requests for ethical approval and applications under review by maintaining current and accurate records.
- ▶ Request additional documentation as required and follow up outstanding items where amendments are requested by the Committee(s).
- ▶ Assist with the ongoing development of ethics processes, for example the introduction and implementation of new operating procedures and policies and participating in training activities.
- ▶ Manage and update ethics application records and ensure documents and links on the College ethics websites are up to date in liaison with the website administrator.
- ▶ Assist with the preparation of reports to the University Research Integrity and Ethics Committee regarding College Committee activity.
- ▶ Assist with the delivery of training in University research ethics and governance procedures and provide induction for new members of the College Research Ethics Committees.
- ▶ Any other reasonable duties and responsibilities as required by the line manager.

#### **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> | Undergraduate degree or equivalent, or significant relevant experience.  | Application form               |
| <b>Experience</b>                   | <p>Significant experience of Higher Education administration in a research or research-related environment AND/OR working in a role where research ethics have been an important part of your daily work.</p> <p>Experience of working as part of a network in a complex organization, in order to deliver desired outcomes.</p> <p>Experience of handling sensitive personal data, and the associated audit processes.</p> <p>Experience using Microsoft packages including Outlook, Word, Excel and PowerPoint.</p>  | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Understanding of academic research and the research environment, including research integrity and research ethics.</p> <p>Strong planning, organisational and prioritisation skills, and the ability to manage your own workload.</p> <p>Precision and attention to detail.</p> <p>Excellent interpersonal skills, with the ability to communicate effectively at all levels.</p> <p>The ability to undertake evidence-based analyses and to draft articulate, concise, and compelling documents.</p> <p>Articulate and confident speaker.</p> <p>The ability to work in a team (supporting colleagues, sharing best knowledge and best practice) and independently.</p> <p>A focus on customer service.</p> <p>Ability to summarise complex information and disseminate to others.</p> | Application form and interview |

|                                     | <b>Desirable</b>  | <b>Method of assessment</b>     |
|-------------------------------------|---|---------------------------------|
| <b>Education and qualifications</b> | Post-graduate degree  | Application form                |
| <b>Experience</b>                   | Experience working in the Higher Education sector/Experience of working in a research support role in a research-intensive University (or in a comparable environment). | Application form and interview  |
| <b>Aptitude and Skills</b>          | Knowledge and understanding of relevant legislation/regulation that could influence and affect the conduct of research.   | Application form and interview. |





## Contact information.

### Enquiries about the vacancy:

Name: Yvonne Henderson / Matt Richards

Job Title: Research Governance and Integrity Manager / Research Integrity Officer

Email: [research\\_governance@aston.ac.uk](mailto:research_governance@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>

**Aston University**  
**Birmingham**  
**B4 7ET, UK.**

+44 (0)121 204 3000

[aston.ac](http://aston.ac)



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