**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Chair, Faculty Ethics Committee |
| **Grade:** | Member of academic staff |
| **Faculty/Centre:** |  |
| **Department/Service:**  **Location:** |  |
| **Position Reference No:** |  |
| **Cost Centre:** |  |
| **Responsible to:** | Dean of Faculty and University Ethics Committee |
| **Responsible for:** | No formal line management responsibilities |
| **Effective date of job description:** |  |

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| **Purpose of Job:** |
| The role holder is responsible for managing the Faculty’s ethical review procedure and operational processes in order to ensure Research and Innovation, as well as Learning and Teaching, are of the highest ethical standards. The Chair is expected to advise the Dean and Faculty Executive regarding ethical review and practice. They will represent the Faculty and report to the University Ethics Committee and its Research Ethics Subcommittee.  Working with the University Ethics Advisor the Chair will assist the Faculty Executive in ensuring that activity meets the guidelines and requirements of the University Ethics Policy and other related external policies including:   * Universities UK Concordat to Support Research Integrity * UK Research Integrity Office Code of Practice for Research * Research Councils UK Policy and Guidelines on Governance of Good Research Conduct. * Higher Education Academy guidance regarding partnerships with students in learning and teaching.   The Chair of the Faculty Ethics Committee must also assist staff and students in complying with relevant law regarding the ethical review of research involving NHS patients and their relatives and carers, social care research, research involving the criminal justice system, MOD research, and work falling under the Human Tissue Act or Mental Capacity Act. |

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| **Key Responsibilities:** |
| 1. Oversee Faculty Ethics Committee in accordance with the agreed terms of reference and the University Ethics Policy. 2. Contribute as a member of the Research Ethics Subcommittee and University Ethics Committee, also submitting reports as required. 3. Liaise with the University Ethics Advisor on a regular basis. 4. Chair Faculty Ethics Committee meetings (either in person and/or online) ensuring that ethical issues are explored and debated. Responsible for reading applications, taking part in the ethical review, leading or directing the review where necessary, and responsibility for the time management of the Committee’s business. 5. Work with Faculty Administrators to ensure accurate records are maintained and communications with committee members and submitting researchers managed. 6. Ensure that during the meetings a decision is reached, recorded and communicated to applicants. 7. Review responses and queries from applicants and consider amendments in a timely manner. 8. Ensure effective dissemination of University communications at FEC meetings. 9. Support the Faculty in managing the membership of the Committee including:    1. Assisting or leading in the recruitment and selection of new members    2. Providing guidance to Committee members regarding potential conflicts of interest 10. Ensuring lead reviewers are identified as per agreed local process for new applications and amendments. 11. Engage with professional development and training in the area of research ethics 12. Attend annual University Training in Research Ethics 13. Offer informal and formal advice and guidance relating to research ethics when called upon. 14. Treat all ethical reviews and discussions about applications as confidential |
| **Working Relationships:** |
| Internal:  University Ethics Advisor  Research Ethics Subcommittee  Other Faculty Ethics Chairs  University Ethics Committee membership  Academic and research staff  Dean of Faculty  Associate Deans of Faculty  Faculty Ethics Administrators  External:  Provide letters of support to funders on behalf of researchers as required. |

**PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | At least one year of prior membership of a research ethics committee | E |  |
|  | Experience of supporting, conducting and scrutinising ethics applications. | E |  |
|  | Experience of providing advice and support to academic and research community. | E |  |
|  | Research experience. | E |  |
|  | Knowledge of policies and procedures relating to research ethics. | E |  |
|  | A detailed understanding of issues currently facing the UK Higher Education (HE) sector. | D |  |
|  | A detailed understanding of research governance issues, terminology and practice. | D |  |
| **2.** | **Skills & Abilities** |  |  |
|  | Experience of chairing a committee | E |  |
|  | Excellent skills in negotiation, written communication, numeracy and presentation with the ability to influence effectively at all levels, creating professional relationships with researchers, administrators and senior staff in the university and externally. | E |  |
|  | Organisational and time-management skills; able to work to strict deadlines; ability to prioritise own workload, self-directed | E |  |
|  | Ability to delegate and influence (including upward delegation) | E |  |
|  | Confident communicator and able to develop and maintain effective links and working relationships with a range of staff within the University | E |  |
|  | Excellent written communication and presentation skills. | E |  |
|  | Ability to interpret, analyse and present complex information in a clear and concise manner. | E |  |
|  | Systematic approach to work and good attention to detail. | E |  |
|  | Multi-disciplinary team-building skills; ability to manage and motivate staff | E |  |
|  | Report writing and editing skills. | E |  |
| **3.** | **Education &/or Training** |  |  |
|  | A good honours degree or equivalent. | E |  |
|  | Training in ethical review, and/or research governance matters | D |  |
|  | Higher research degree | D |  |
| **4.** | **Other Requirements** |  |  |
|  | Customer-focussed. | E |  |
|  | A self-starter who works well in fast paced and busy environment, and responds well in the face of multiple priorities. | E |  |
|  | Willingness to work non-standard hours as necessary. | E |  |

**Legend** Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

1. **JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** |  |
| **Date** |  |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.