**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Vice Chair, Faculty Ethics Committee |
| **Grade:** | Member of academic staff |
| **Faculty/Centre:** |  |
| **Department/Service:****Location:** |  |
| **Position Reference No:** |  |
| **Cost Centre:** |  |
| **Responsible to:** | Chair, faculty 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 participating and engaging with the business of the Faculty Ethics Committee and taking responsibilities as delegated by the committee chair. This mainly involves co-ordinating the review of submitted protocols and amendments, and engaging with other members of the committee regarding potential ethical concerns. The vice-chair will also assist the chair in providing advice regarding research ethics to the faculty when called upon.Working with the committee Chair the vice-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 position will be appointed on an initial 6 month probation and then reviewed every three years. |

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| **Key Responsibilities:** |
| 1. Assist the chair in overseeing the Faculty Ethics Committee in accordance with the agreed terms of reference and the University Ethics Policy.
2. If delegated by the chair, contribute as a member of the Research Ethics Subcommittee and University Ethics Committee, also submitting reports as required.
3. If delegated, 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 the review where necessary, and responsibility for the time management of the Committee’s business.
4. Work with Faculty Administrators to ensure accurate records are maintained and communications managed.
5. When chairing reviews, ensure that a decision is reached, recorded and communicated to applicants.
6. Review responses and queries from applicants and consider amendments in a timely manner.
7. Assist the chair in ensuring effective dissemination of University communications at FEC meetings.
8. Support the chair in managing the membership of the Committee
9. Engage with professional development and training in the area of research ethics
10. Attend annual University Training in Research Ethics
11. Offer informal and formal advice and guidance relating to research ethics when called upon
12. Treat all ethical reviews and discussions about applications as confidential
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| **Working Relationships:** |
| Internal:Faculty Ethics Committee ChairUniversity Ethics AdvisorResearch Ethics SubcommitteeUniversity Ethics Committee membershipAcademic and research staffDean of FacultyAssociate Deans of FacultyFaculty Ethics AdministratorsExternal:None |

**PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | 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%2C164407%2Cen.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.