**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Lay Member, Faculty Ethics Committee |
| **Grade:** |  |
| **Faculty/Centre:** |  |
| **Department/Service:**  **Location:** |  |
| **Position Reference No:** |  |
| **Cost Centre:** |  |
| **Responsible to:** | Chair, Faculty Ethics Committee |
| **Responsible for:** |  |
| **Effective date of job description:** |  |

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| **Purpose of Job:** |
| The role holder is responsible for participating and engaging with the Faculty Ethics Committee by providing an independent opinion on committee business. This mainly involves reviewing submitted protocols and amendments, and engaging with other members of the committee regarding potential ethical concerns. Lay members are expected to fulfil the role of lead reviewer if delegated by the committee chair.  Members will familiarise themselves with 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.   Members will be appointed on an initial 6-month probation and then reviewed every three years. |

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| **Key Responsibilities:** |
| 1. Engage with committee business as defined by the University Ethics Policy and committee Terms of Reference. 2. Participate in the review of ethics protocols, feeding back their comments to other committee members in a timely fashion. 3. Liaise with the officers and other members of the committee in providing feedback to researchers. 4. Attend meetings (either in person or virtually) as required. 5. Work with Faculty Administrators to ensure accurate records are maintained and communications managed. 6. Review responses and queries from applicants and consider amendments in a timely manner when delegated by chair. 7. Engage with professional development and training in the area of research ethics 8. Attend annual University Training in Research Ethics 9. Treat all ethical reviews and discussions about applications as confidential |
| **Working Relationships:** |
| Internal:  Chair and officers of faculty ethics committee  Administrator of Faculty Ethics Committee  Faculty Ethics Committee membership  University Ethics Advisor  Academic and Research staff  External:  None |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Computer literate with online access allowing confidential review of documents using the Moodle software (when granted access). | E |  |
|  | Experience of supporting, conducting and scrutinising ethics applications. | D |  |
|  | Experience of providing advice and support to academic and research community. | D |  |
|  | Knowledge of policies and procedures relating to research ethics. | D |  |
| **2.** | **Skills & Abilities** |  |  |
|  | Experience of committee membership | D |  |
|  | Skills in negotiation, written communication, numeracy and presentation with the ability to create positive and professional relationships with researchers and administrators in the university. | E |  |
|  | Organisational and time-management skills; able to work to deadlines; ability to prioritise own workload | 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 |  |
| **3.** | **Education &/or Training** |  |  |
|  | A good honours degree or equivalent. | D |  |
|  | Training in ethical review, and/or research governance matters | D |  |
|  | Higher degree | D |  |
| **4.** | **Other Requirements** |  |  |

**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.