**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Student 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:** |  |

|  |
| --- |
| **Purpose of Job:** |
| The role holder is responsible for participating and engaging with the Faculty Ethics Committee by providing a student opinion on committee business. This mainly involves reviewing submitted protocols and amendments, and engaging with other members of the committee regarding potential ethical concerns. Student members are expected to receive and accept guidance from other committee members.  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.   Membership of the committee will be subject to a six month probation followed by annual review. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. Engage under supervision from their departmental ethics committee member with committee business as defined by the University Ethics Policy and committee Terms of Reference. 2. Participate under supervision 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, under supervision, 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  University Ethics Advisor  Faculty ethics committee membership  Departmental faculty ethics committee members  Academic and research staff  External:  None |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Research experience. | 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. | D |  |
|  | Organisational and time-management skills; able to work to deadlines; ability to prioritise own workload | D |  |
|  | Ability to interpret, analyse and present complex information in a clear and concise manner. | D |  |
|  | Systematic approach to work and good attention to detail. | D |  |
| **3.** | **Education &/or Training** |  |  |
|  | A good honours degree or equivalent. | D |  |
|  | Training in ethical review, and/or research governance matters | D |  |
|  | Have or undertaking a 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:**

|  |  |
| --- | --- |
| **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.