



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Ethics Administrator, Secretariat



Salary: Grade 5 (£23,067– £26,715 p.a.)

Reference: CSSEC1016

Fixed-term for one year whilst the Service is under review

We will consider job share and flexible working arrangements

Research Ethics Administrator Secretariat

Do you have general office and administrative experience in addition to exceptional organisational and written skills? Do you want to join a team supporting the management and delivery of University research ethical review? Are you interested in ethical issues in relation to research and develop and deepen your knowledge?

The Secretariat Research Integrity and Governance team provide provides central support to research ethics activities across the University, working with Faculty-based Research Ethics Committees and Chairs.

As a member of the Research ethics administrative support team, you will provide dedicated administrative support to the Faculty Research Ethics Committees (FRECs), playing a key role in maintaining best practice in the ethical review of research projects and compliance with funder requirements in relation to good practice in research.

You will bring excellent organisational and communication skills and the ability to build relationships with a range of people across the University. You will ideally have an appreciation of ethical issues in relation to research and experience of providing expert advice to colleagues.

What does the role entail?

As a Research Ethics Administrator your main duties will include:

- Providing a first point of contact for staff and students who have queries about applying for University of Leeds ethical review, and to advise applicants on aspects of the University's ethical review processes, referring the more complex queries onto senior team members;
- Signposting relevant information to applicants so that they have the information they need to complete their application for University ethical review;
- Keeping an accurate and up to date record of the status of applications for ethical review, to distribute applications to FREC members and to monitor the process to ensure applications are reviewed in a timely manner. To ensure that



any outstanding actions are followed up and to ensure decisions are communicated to applicants, supervisors and their Faculties as applicable;

- Ensuring adherence to internal procedures and external funder requirements, working closely with the Faculty Research Ethics Committee and Faculty Research & Innovation Office. To ensure consistency of practice across all the FRECs;
- As required provide secretarial support to the Faculty Research Ethics Committees. This will include scheduling meetings, collating and distributing papers, booking rooms, drafting minutes, making relevant hospitality arrangements and following up on outstanding actions;
- Preparing quarterly reports of the committees' activity for the quarterly meetings of the Faculty Research Ethics Committees;
- Alerting the Research Ethics and Governance Administrator to any risks, problems or adverse events that may arise and require tracking or formal managerial action;
- As a member of the Research Integrity and Governance admin team, to contribute to regular team meetings, assessing team objectives, the distribution of workloads between team members, and to cover for sickness and holidays within the team;
- Working with Faculty Research & Innovation Offices (FRIOs) to support the University's internal ethical review process;
- Contributing as an active member of the team, respecting the work of other team members, building team morale and motivation, and upholding the values of the University;
- Taking responsibility for and demonstrate a commitment to own personal development within the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training;
- Any other duties as may reasonably be required consistent with the grade of the post.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Research Ethics Administrator you will have:

- Excellent written and spoken communication skills;
- Excellent organisation and time management skills;
- Willingness and ability to work both independently and as part of a team, recognizing when to escalate matters as appropriate;
- An ability to rapidly learn and effectively operate unfamiliar processes;
- Proficiency in the use of MS Office applications;
- Ability to establish and maintain good working relationships with a diverse range of people including academic and administrative staff of the University and the staff of external bodies, such as research funders and research collaborators;
- Ability to maintain high standards of confidentiality.

You may also have:

- Experience of acting as a source of expert advice and communicating complex or specialised information to colleagues with varying levels of knowledge or experience of the subject;
- A thorough appreciation of ethical issues in relation to research and the requirements of a process to review these issues;
- Experience of operating or supporting an ethical review process in a higher education or similar professional environment;
- Knowledge of major research funders' (for example UK Research Councils, major research charities) policies and requirements in relation to good practice in research and of relevant legislation;
- Experience of research administration in a Higher Education Environment;
- Experience of undertaking research.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Rachel de Souza, Research Ethics & Governance Administration

Tel: +44 (0) 113 343 1642

Email: R.E.DeSouza@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

The post is located in the Worsley Building. Candidates with disabilities wishing to review access to the building are invited to contact the department directly. Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

