



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Ethics and Research & Innovation Support Officer
Department:	Cardiff School of Sport & Health Sciences
Location:	Llandaff Campus
Grade:	4AB
Salary:	£25,217 - £30,046 per annum
Tenure:	Permanent
Hours:	37 hours per week

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

To co-ordinate and facilitate the ethics approval process for all relevant projects relating to Health Sciences undertaken by staff and students in the School.

To have a pivotal role in the co-ordination, publication and promotion of the Research Excellence Framework (REF) planning activities across Health Sciences, linking the Schools submission to the wider University strategy.

To assist the School in adhering to the requirements of the Human Tissue Act 2014.

To support the School in meeting the strategic research objectives associated with research performance, and to actively engage and work closely with academic and research staff across all aspects of the School in promoting.

The post holder will be a valued addition to an existing team supporting the School's Research & Enterprise activity.

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Principal Duties and Responsibilities:

- To co-ordinate and manage the School Research¹ Ethics process, ensuring accurate records are maintained for the school research ethics committee and its sub-panels, including the development of new systems as appropriate.
- To develop the ethics processes and systems and to improve the management of ethical approval.
- To advise and guide academic staff and students in submitting applications to the national Research Ethics Committees, Local NHS Research Ethics Committee and Multi-Research Ethics Committees, ensuring accurate record keeping and quality data for audit.
- To provide specialist advice on ethics issues relating to enterprise projects.
- As part of an R&E team, support and maintain the Health Sciences REF and DSpace databases. This will also comprise maintenance and organisation of evidence and data supporting impact cases.
- Monitor, manage and maintain the Research & Enterprise areas of the Llandaff-based CSSHS website, making recommendations to the Associate Dean (Research) and relevant Principal Investigators that ensure the ongoing vibrancy and dynamism of the School's research & enterprise web pages.
- To develop, monitor, manage and maintain and support the use of social media relating to the Llandaff-based research & ethics activity of the Cardiff School of Sport & Health Sciences
- Liaise with Llandaff-based CSSHS staff as necessary and upload relevant R&E content to reflect the School's Research & Enterprise activity profile.
- Promote research and enterprise activities through various contemporary means such as social media and brochures
- Collate marketing materials, and liaise with the University Creative Services, Communications, and Marketing teams for Research & Enterprise related activities
- Engage with the University Welsh Language Unit in translating marketing material into Welsh

¹ Including research projects undertaken by taught students
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- Administer the Llandaff-based element of the Cardiff School of Sport & Health Sciences Research & Enterprise activities using various software applications, including Microsoft Access
- Attend project meetings as required and pick up project work to support Principal Investigators in maintaining continuity of service, and provide advice and support appropriate to grade and experience to academic staff on project work and for bid/tender submissions
- Provide appropriate project support to Llandaff-based staff within the Cardiff School of Sport & Health Sciences engaging in Research and/or Enterprise activities
- Collate accurate and reliable research and enterprise data that will inform periodic/annual reporting for the School Research Ethics Committee, the University Research & Enterprise Board, the Vice Chancellor's Executive Group and other external stakeholders
- As a member of a team facilitate the PGR student enrolment process and for Enterprise short courses as required.
- Handle confidential information appropriately and in accordance with the Data Protection Act and other legal requirements
- As a member of a team, schedule meetings and appointments, including room bookings, hospitality and parking arrangements as required.
- Organise and minute agreed meetings in accordance with School guidelines onto the relevant SharePoint team site and circulate as required.
- Collate relevant information for the development of Research & Innovation tenders/bids for audit purposes and for the Research Excellence Framework as required.
- Support the R&E Support Manager in the provision of financial information in relation to research and enterprise activities.

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: ETHICS and R&E SUPPORT
OFFICER

Unit/School: CARDIFF SCHOOL OF SPORT &
HEALTH SCIENCES

*Key

A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	A good honours degree and/or equivalent proven track record of relevant work experience	√		
	5 x GCSE's or equivalent, including English and Maths (Grade C and above) or relevant experience	√		
Education & Qualifications (Desirable)	Higher or further professional, vocational or academic qualification relevant to the role	√		
	ECDL or equivalent IT qualification	√		
Knowledge (Essential)	Specialist knowledge & understanding of ethical approval processes and procedures in an educational environment or similar at a professional level	√	√	
	Knowledge of the Research Funding landscape, and Research lifecycle within a Higher Education setting.	√	√	
	Knowledge of Data Protection and the importance of confidentiality	√	√	
Knowledge (Desirable)				

Skills & Abilities (Essential)	Effective written and oral communication skills	√	√	
	Effective interpersonal skills with the ability to supervise	√	√	
	Effective negotiating skills		√	
	Effective presentation and communication skills including the use of social media for communication, engagement and marketing	√	√	
	Ability to work collaborative with academic staff	√	√	
	Relevant IT skills sufficient to interrogate and maintain databases and to produce reports and presentations	√		
	Effective planning and organizational skills with the ability to lead and prioritise work within competing deadlines	√	√	
	Have initiative and creativity in order to assess options and implement resolutions to problems	√		
	Ability to manage self and to work with academic and other colleagues in a range of roles	√	√	
	Ability to use social media effectively	√	√	
Competent in the use of MS Access and Excel, including the use of formulas and linking spreadsheets	√	√		
Skills & Abilities (Desirable)				

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Experience Paid/Unpaid (Essential)	Substantial experience or working in in an educational or similar environment	√	√	
	Experience of managing data and maintaining effective and efficient records	√	√	
	Experience of determining and managing own workload priorities, monitoring progress and achieving targets	√	√	
	Experience of using and guiding others in the use of IT	√	√	
	Experience of reviewing practices and implementing change	√		
	Experience of using databases/tracking and reporting systems	√	√	
	Experience of using social media in the workplace	√	√	
	Experience of implementing new processes, to include the use of IT systems	√	√	
	Experience of office administration and establishing associated processes	√		
Experience Paid/Unpaid (Desirable)	Experience of servicing committees and taking minutes	√		
	Experience of Higher Education administration, management processes and software	√		
Other Requirements (Essential)	Experience of the University Regulatory Frameworks	√	√	
	Understanding of the importance of data protection and confidentiality	√		
Other Requirements (Desirable)	Demonstrable commitment to Equality & Diversity	√		