**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Administrative Officer, 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 providing administrative and organisational assistance to the officers and members of the Faculty Ethics Committee. They will ensure a smooth ethical review process in accordance with the University Ethics Policy and standard operating procedures or other relevant guidance. They may attend and represent the Faculty at the Research Ethics Subcommittee meetings. The role is to support the ethical review process, not participate in ethical reviews.  Where appropriate the role will also involve assisting staff and students in awareness and compliance with the faculty ethical review process. |

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| **Key Responsibilities:** |
| 1. Assist the faculty ethics committee chair in all administrative and organisational aspects of Faculty Ethics Committee function 2. Participate in the validation of new ethical reviews 3. Administer the Moodle reviewing forum 4. Administer the ethical review process, but not participate in the ethical review itself 5. Prepare letters on behalf of the committee 6. Track ethics application process and monitor timelines 7. Administer, minute and track actions from faculty ethics committee meetings 8. Support the chair and officers in the recruitment of new members 9. Provide a contact point for staff and students seeking clarification regarding ethical review 10. Attend University Research Ethics Subcommittee meetings if possible 11. Treat all ethical reviews and discussions about applications as confidential |
| **Working Relationships:** |
| Internal:  Chair, Faculty Ethics Committee  Officers, Faculty Ethics Committee  Members, Faculty Ethics Committee  University Ethics Advisor  Research Ethics Subcommittee  Academic and research staff  Students |

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of providing advice and support to the academic and research community. | E |  |
|  | Knowledge of University and Faculty policy and procedures | E |  |
|  | Familiarity with Moodle | E |  |
|  | Research experience. | D |  |
|  | Knowledge of policies and procedures relating to research ethics. | D |  |
|  | An understanding of research governance issues, terminology and practice. | D |  |
| **2.** | **Skills & Abilities** |  |  |
|  | Good skills in negotiation, written communication, numeracy and presentation with the ability to influence effectively at all levels, creating professional relationships with researchers, administrators and staff in the university. | E |  |
|  | Organisational and time-management skills; able to work to strict deadlines; ability to prioritise own workload. | 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 |  |
|  | 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 research degree | D |  |
| **4.** | **Other Requirements** |  |  |
|  | Customer-focussed. | D |  |
|  | A self-starter who works well in fast paced and busy environment, and responds well in the face of multiple priorities. | D |  |
|  | Willingness to work non-standard hours as necessary. | D |  |

**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.