



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Research Governance Support Officer				
DEPARTMENT	Research & Enterprise				
LOCATION	Lincoln Campuses				
JOB NUMBER	EL1143	GRADE	5	DATE	January 2025
REPORTS TO	Research Governance Manager				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

The post holder will work with the Research Governance Manager to facilitate and deliver our provision of support to staff and students in respect to research ethics and governance. The post holder is expected to use their judgement to deal with queries and problems on a daily basis and work closely with a range of research focused roles across the institution.

JOB PURPOSE

The post holder will provide efficient and effective administrative support for our developing research ethics and governance across the University, with a particular focus on activities for the Lincoln Ethics Application Management System (LEAMS). This post will also assist with ethics, human tissue and research governance audits, under the supervision of the Research Governance Manager.

The postholder will also work closely with other administrators within the department in supporting activities related to finance, meeting support, training, events, reception cover and data reporting.

The post holder must be able to use their initiative, work as part of a team, and have the ability to cope in a dynamic and challenging environment. They will work very closely with the other Research Administrators in the team. A high level of confidentiality is essential.

KEY RESPONSIBILITIES

Ethics System Administration

- Manage all ethics applications through Lincoln Ethics Application System (LEAS) and Lincoln Ethics Application Management System (LEAMS) (Ethics RM) including receiving applications and queries, pre-screening of applications, assigning applications for review and reviewing correspondence.
- Use judgement to provide initial advice, guidance and triage to ethics applicants, seeking advice from reviewers and committee's chairs as appropriate.
- Working independently on initial light touch reviews of undergraduate and postgraduate applications, seeking advice from reviewers, information compliance and other colleagues for the most complex cases as required.
- Provide first point of contact administrative and technical support for the University's ethics application system (LEAMS).
- Responsible for the maintenance of up to date guidance, handbooks, web and portal pages, ensuring appropriate comms are circulated as necessary.
- Work with the Research Governance Manager to review applications as part of the Sponsor processes including IRAS and MODREC. Keep administrative records of Sponsor decisions.

Research Governance & Compliance

- Supporting the administrative processes and policies to meet the University's obligations to support compliance with the UUK Concordat to Support Research Integrity (2019) and the University's Human Tissue Licence.
- Contributing to the administration of research applications in association with research staff, to ensure that necessary approvals and authorisations are obtained and recorded on information systems.
- Convening and providing administrative support, guidance and advice to the Human and Non-Human Ethics Committees and Human Tissue Oversight Group meetings.
- Record, compile, transcribe and distribute minutes, action points or other notes. Proactively follow-up responses to action points. Maintain and provide records of progress for future meetings or reports.
- Assist in the preparation of governance reports for the Research Integrity and Ethics Committee (RIEC) and other university departments as required.
- Providing administrative support with audits in conjunction with the Research Governance Manager to assess performance and adherence to regulatory and legislative requirements across all research.
- Assisting in the development of practical guidelines and Quality Management Systems (QMS) for research ethics & governance and the university's human tissue licence aimed at academic research, support staff and students, as well as assist in the continual update and improvement to meet any new and amended guidance and/or legislation(s).
- Provide support to the Research Governance Manager relating to Trusted Research, Research Integrity and all other relevant legislation/policies.
- Participate in ad hoc projects to develop research governance, ethics and compliance policies and processes as required by the Research Governance Manager

Events & Training

- Assist in the planning, organisation and developing of ethics and governance events, clerical duties and communication relating to management of these events, including liaising with speakers, preparing documentation and circulating relevant information after the event.
- Responsible for all practical arrangements for the delivery of events, including events open to the general public
- The post holder will be required to provide support for events on the day (i.e., first point of contact for speakers, providing support on basic technical issues, liaising with IT and catering on the day if issues arise).
- Liaise with relevant parties to help plan and organise events.

Training Support

- Assist in the development and delivery of training in Research Ethics and Governance issues for academic and support staff
- Provision of training to system users of Lincoln Ethics Application System (LEAS) and Lincoln Ethics Application Management System (LEAMS), reviewers and chairs as required.
- Updating and maintaining training and research databases, working with HR, Planning & Business Intelligence and the Researcher Development Team on integration of this data.

Liaison and Networking

- Attendance at relevant conferences, user group meetings & training workshops as necessary and representing the department.
- Build and maintain relationships with a variety of internal stakeholders

Research, Impact & Culture Team Support

- Handle relevant internal/external enquiries from staff and external stakeholders and liaise with the appropriate team member.
- Ensure that all enquiries and urgent matters are referred to appropriate staff for action where relevant.
- Assist with the organisation, arrangements and delivery of relevant Research, Impact & Cultural events and activities.
- Provide administrative support to the Head of Research, Impact & Culture relating to Trusted Research as required.

Other

- Support the team in relevant activities such as Trusted Research, Export Control, and other platforms as required.
- Ad hoc administrative support to the wider Research & Enterprise department and University as required.
- Willingness to work unsocial hours on occasion to accommodate very occasional early, late and weekend working.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The duties of this post are wide-ranging and varied and will give the post holder a good understanding of the activity of the Research Ethics & Governance and wider Research, Impact & Culture Team.

As part of general admin duties, the post holder will assist in providing support to the wider team. This post also offers the opportunity to work closely with colleagues at different levels of their careers, from students to senior academics who will submit research ethics applications.

The post holder will be well-organised to manage the breadth of requirements involved in research support which will require flexibility.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Research Governance Manager (line Manager) • Director of Research & Enterprise • Head of Research, Impact and Culture • Strategic Research Excellence Lead • Research Administrators (Research Support, and Research Environment & Culture) • Research, Impact & Culture Team • Enterprise & Innovation Team • College based Research Support teams • Ethics leads, chairs and committee members • Lincoln Institute for Rural and Coastal Health (LIRCH), Clinical Trials Unit • Academics/Supervisors/Programme Leaders • Professional Services colleagues including: Information Compliance, Planning & Business Intelligence, Finance & CDM 	<ul style="list-style-type: none"> • Key research & postgraduate online communities • Relevant associations and professional bodies (e.g. Universities UK, Praxis Unico, ARMA, UKRIO, HEECA) • External Service providers e.g. Infonetica,



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Test (T) References (R)
Qualifications:		
Educated to GCSE level	E	A
Educated to degree standard or equivalent	D	A
Experience:		
Substantial experience of managing administrative processes, working independently with minimal supervision	E	A/I
Experience of working in a HE/FE research environment	D	A
Experience of supporting research ethics and governance	D	A/I
Experience of web maintenance	D	A/I
Skills and Knowledge:		
Understanding or experience of Research Ethics and the Human Tissue Act	D	A/I
Excellent communication skills – both written and verbal	E	A/I/T
Good planning organisation skills	E	A/I
Good IT skills – competent user of Microsoft Office	E	A/I/T
Good knowledge of social media and AI technology	D	A/I
Understanding or experience of research ethics systems	D	A/I
Competencies and Personal Attributes:		
Professional and courteous manner	E	A/I
Proactive, effective team worker and able to demonstrate initiative	E	A/I
Ability to organise events and to make administrative arrangements	E	A/I
Ability to organise own workload and work to deadlines	E	A/I
Ability to engage with colleagues at different levels, from students to senior academics	D	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	AW	PBP	GPH
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