**UCL Institute of Education Research Ethics Committee** <http://www.ucl.ac.uk/ioe/research/research-ethics>

**Lay Member**

Research Ethics is defined as a set of principles governing the way any research involving interaction between the researcher and other humans or data relating to humans, is designed, managed, and conducted. In preparing a research project, the dignity, rights, safety, and well-being of human participants must always be considered, respected, and safeguarded.The UCL Institute of Education Research Ethics Committee is responsible for reviewing ethics applications, advising on, and informing research ethics policy.

## 

The committees include academics, professional staff, students, and lay members. University RECs (Research Ethics Committee) are required by the ESRC (Economic and Social Research Council) to ‘include at least one lay member with no affiliation to the university or research institution.’ Lay members play a significant role, they offer a perspective that is independent of the Institute, and they can also offer the committee insight into how people who are not researchers are likely to respond to what researchers are doing.

Applicants should be interested in research and protecting research participants. A commitment to principles of equality and non-discrimination is essential for the role.

Lay member posts are voluntary but expenses such as travel may be paid in accordance with the UCL Expenses policy [here](https://www.ucl.ac.uk/finance/sites/finance/files/ucl-expenses-policy.pdf).

We positively encourage applicants from all sections of under-represented communities.

**Lay Member role overview:**

As part of sitting on the Research Ethics Committee lay members, will be required to:

* attend three committee meetings each year, one per term, of 1 and ½ hours each
* give views and advice on ethics policy issues.
* contribute to ethics review, one or two a month.
* attend an induction meeting and training events.

**Skills and experience required:**

* Communication skills. Applicants need to be able to confidently express their views of research ethics in written form.
* IT skills and regular access to the internet. Applicants need to be able to use e-mail.
* Time required will vary. It can take just 1 hour to review some simple applications. More complex applications will take longer and may involve ongoing correspondence around specific issues via e-mail.
* Ability to respond quickly to some cases (to review an application within 10 working days where necessary).
* No previous experience of research ethics committee is required.
* Applicants should have no affiliation to the UCL Institute of Education.

**Lay Member detailed responsibilities:**

* To attend meetings of the IOE Research Ethics Committee (3 annually).
* To review applications submitted to the Committee for ethical review in line with UCL and Institute policies and procedures, seeking expert advice where necessary.
* To participate in reviews relating to appeals as per the Research Ethics Appeals Procedure.
* To act as a member of working groups set up in relation to research ethics and governance, as necessary.
* To assist with the identification of issues concerning research governance and to participate in discussion for processes or policies to manage such issues.
* To assist with the promotion and implementation of UCL and the Institutes’ policies and procedures in relation to research governance and ethics.
* To keep abreast as appropriate of any advice / recommendations from relevant professional bodies and, where appropriate, advise the overarching governance committee.
* To provide advice to staff, supervisors and students on good practice and the ethics of their research.
* To assist in training of Institute staff in ethical practice and ethics review, including attending new reviewers training as part of own role on the Research Ethics Committee.
* To be prepared to attend the meetings of the overarching governance committee as a representative of the Research Ethics Committee.

**To apply please submit your completed application form and confidentiality agreement to** [**ioe.researchethics@ucl.ac.uk**](mailto:ioe.researchethics@ucl.ac.uk) **by 31 October 2022.**

We will consider all applications. If the level of interest exceeds the number of volunteer vacancies available, informal meetings will be held with shortlisted applicants and successful candidates will be offered lay member posts.