



Job Description

Research Policy & Governance Officer (Maternity Cover)

Grade: 7

Full-time Position (1.0 FTE) until October 2020

Department: Office of the Vice-Provost
(Research)

Location: 2 Taviton Street, London
WC1H 0BT

Reports to

Head of Research Integrity

Context

UCL is one of the world's leading universities. Based in the heart of London, it is a modern, outward-looking institution with more than 12,000 academics, research staff and research students. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL's excellence extends across all the breadth of disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for the built environment (UCL Bartlett) and fine art (UCL Slade School).

UCL's present and former **staff and students** have included 29 Nobel Laureates. It is a truly international community: almost half of our students and nearly a third of staff are from outside the UK. More than half of its 41,500-member student community is engaged in graduate studies, with almost 6,000 of them pursuing research degrees.

In the most recent (2014) **Research Excellence Framework** (REF) exercise, UCL was rated the top university in the UK on the basis of 'research power' (grade point average x full-time equivalent researchers

submitted), as well as the highest 'power' ratings for each element: research outputs, research environment and research impact. The REF confirmed UCL's multidisciplinary strength, with outstanding results achieved across the subjects, ranging from biomedicine, science and engineering and the built environment to education, laws, social sciences, and arts and humanities.

Further details about UCL can be found at www.ucl.ac.uk and <https://www.ucl.ac.uk/human-resources/working-ucl/why-ucl>

The **Office of the Vice-Provost (Research)** [OVPR] facilitates, supports and promotes UCL research through seven broad strands of activity:

- research coordination and planning
- researcher development, including through the Doctoral School
- cross-disciplinary development and delivery, including Grand Challenges and Research Domains
- research evaluation (including the REF) and research integrity
- research impact (the influence of research on the world), including communications, events and public policy engagement
- research policy – both developing internal policies, and influencing and responding to external policies
- research operations governance.

The above activities are supported by a professional services team of administrators. The operational work of the OVPB administrative team is both challenging and complex. Continuous change is typical of the environment in which the team works and thrives.

Three Pro-Vice-Provosts – responsible for the Doctoral School, Library Services and Artificial Intelligence – also report to the Vice-Provost (Research).

The Office is responsible for the implementation of the [2019 UCL Research Strategy](#) in support of [UCL 2034](#), including sustaining and growing our disciplinary excellence and developing cross-disciplinary approaches to global challenges (UCL 2034 Principal Theme 3).

The **2019 UCL Research Strategy**: presents a vision for how UCL can best support research over the next ten years; provides an adaptable framework for the pursuit of research and the activities of UCL’s researchers; sets a context for research undertaken at UCL in which discovery, analysis and invention are all part of the way UCL contributes to public good; and defines a supportive environment for individual researchers. The strategy presents nine objectives within three aims, alongside three cross-cutting themes:

Aims		Objectives	
1	Inspire and empower research leadership	1.1	Support breadth and diversity
		1.2	Nurture, develop and celebrate those engaged with research
		1.3	Cultivate diverse forms of research leadership
2	Cross boundaries to increase engagement	2.1	Champion cross-disciplinarity
		2.2	Build and support partnerships
		2.3	Encourage our research to thrive beyond traditional boundaries
3	Deliver impact for public benefit	3.1	Champion a broad definition of research impact
		3.2	Foster open and engaged research
		3.3	Stimulate societal impact through cross-disciplinarity and collaboration

Cross-cutting themes

- A Pursue a responsible research agenda
- B Exert our institutional influence for the greater good
- C Maintain a global perspective

Further details about the Office of the Vice-Provost (Research) are available at www.ucl.ac.uk/research

Main purpose of the job

- UCL is one of the UK’s major research-intensive universities. As such, it is committed to promoting the highest standards of research integrity, particularly as enshrined within the Universities UK Concordat to Support Research Integrity (UUK concordat). The need for the support of research governance activity steadily increases year-on-year with the spotlight on the integrity and conduct of research in publicly funded bodies growing ever brighter. Demands on UK HE institutions to comply with various matters concerning research governance are not something that be effectively relied upon at discipline/ faculty level and such issues require central coordination to ensure a consistent approach to managing associated risk.
- Research Governance Committee (RGC), in its terms of reference, is charged with overseeing and coordinating the operation of research governance processes at UCL and approving research governance policies and procedures. Dedicated resource to support research governance matters on a day-to-day basis beyond the secretariat for the committee has historically been limited. UCL’s ability to engage with matters that have implications for research governance and which have little or no previous frame of reference, usually with relatively urgent timeframes for action or response, are both vital and time-consuming. Recent diverse examples include the Nagoya Protocol, dual use of research and NHS-related data protocols. To ensure institutional compliance with new legislation etc. that have high institutional importance and / or significant institutional risk, UCL needs to maintain governance oversight which will potentially involve decisions to be made on behalf of the institution but often have ‘ownership’ at a devolved discipline or faculty level.
- Research integrity is an umbrella term for all matters related to good research practice and the adoption standards in the conduct of research. In response to the development of the UUK concordat, UCL invested in support to develop and deliver an initiative intended to establish, promote and

implement policies and practices that are conducive to the ethos of research integrity. Work to date has been guided by the UUK concordat with reference as necessary to peer institutions' efforts in loose collaborative arrangements. It is largely a self-defining activity and relies heavily on advocacy with little institutional measurement of success of that work. While strict compliance with the UUK concordat is something that is not necessarily achievable, RGC needs to be assured of the progress and gains being made.

Duties and responsibilities

The primary responsibility of the Research Policy & Governance Officer role is to:

- consider, engage with and report on the ongoing and future external research governance environment across all areas of UCL research;
- develop and coordinate networks of relevant stakeholders (communities of best practice) to provide solutions and recommendations to the Vice-Provost (Research) and RGC on developing matters of governance;
- provide a general compliance function to provide monitoring and reporting for research governance self-regulation in particular how this relates to research integrity and the UUK concordat;
- to influence and lead developments across the UCL research community with respect to the implementation of novel regulatory requirements;
- provide support for both ongoing and developing institutional projects requiring a research governance perspective.

Supervisory arrangements and relationships

- The post holder has no direct line management or supervisory responsibility.
- The post holder reports to the Head of Research Integrity, who is responsible for training and development and ensuring appropriate standards of performance.
- The post holder is also expected to have regular direct interactions with the Vice-Provost (Research), reflecting his role as chair of UCL's Research Governance Committee (RGC), and Vice-Deans (Research) of UCL faculties, as well as the Director of Research Evaluation.
- The Registrar is UCL's officer for reporting alleged incidents of research misconduct, and hence the Research Policy & Governance Officer will have regular links with the Registrar and the team in Academic Services coordinating investigations

particularly in the development and embedding of lessons learned from individual cases. UCL's work with its partner hospitals is an area where research integrity processes are already well established but – due to the volume and complexity – require frequent review, so a key relationship will also be with the Joint Research Office, a partnership between UCL, UCL Hospitals NHS Foundations Trust and Royal Free London NHS Foundation Trust.

- One important part of the vision of the UUK concordat is that research organisations should share their experiences and plans around integrity and governance issues. Hence strong working relationships with similar officers in other universities, as well as officials within funders and university mission groups, and other stakeholders is an important aspect of the role.

Main Duties¹

- To maintain a broad overview of the research and policy landscape around research governance, keeping abreast of sector developments in both the UK and globally and reporting implications of these to both RGC and the general UCL research community.
- To advise the Vice-Provost (Research), Director of Research Evaluation, Head of Research Integrity and other senior managers around research governance issues, as regards both policy and particular cases or disputes.
- To develop policy and procedures relating to emerging research governance themes for approval by RGC, such as regarding sensitive research.
- To develop clear guidance for UCL researchers on areas of policy and legislation external to UCL that impact upon research, such as, and including, the Nagoya Protocol² and dual use of research³.
- To develop and support the dissemination of a portfolio of lessons learned from formal investigations into cases of alleged research misconduct.
- To work with the Head of Research Integrity and colleagues within Academic Services and faculties to develop a formal network of Research Integrity Advisers and Champions across UCL.
- To work closely with Vice-Deans (Research) to influence and support their efforts on the implementation of research governance policy within their area of responsibility.
- To build, lead and nurture UCL-wide community of best practice networks for research governance.

- To lead on coordinating responses to requests for information on research integrity issues from organisations that fund UCL research, including HEFCE and RCUK.
- Working with the Head of Research Integrity and OVPR Communications team, to develop and implement communications strategies on key research governance policy developments, as well as the broader research integrity agenda. This includes coordinating the research integrity newsletter and Twitter account.
- To conduct periodic institutional self-assessment health check reviews on research governance arrangements including support for on-going audit of UCL's adherence to the requirements of the UUK concordat.
- To assist with organising and delivering seminars for organisational leaders, especially heads of research departments and divisions, as well as staff and students on research integrity issues, as well as delivering elements of seminars organised by others.
- To provide support for all other areas under the research integrity umbrella as and when required including devolved processes of ethical review.
- To work with the Research Ethics Officer on policy relating to or having impact on ethical review of research.
- To provide support for the review of ethical approval as and when required.
- To act as the secretary to any research governance-related working groups as required.
- Participating as a member of the OVPR and ensure effective communication within the team regarding work in progress and emerging trends or issues.
- Supporting other OVPR staff on their work on research governance policy activities connecting to research integrity, research ethics, Grand Challenges and Public Policy.
- To maintain own continuing professional development as appropriate.
- To maintain as awareness of Fire and Health & Safety Regulations.
- To undertake all duties in line with UCL policy.
- To carry out any other duties commensurate with the grade and purpose of the post.

¹As duties and responsibilities change, the job description will be reviewed and amended, in consultation with the post holder.

²<https://www.ucl.ac.uk/research/integrity/the-nagoya-protocol>

³<https://www.mrc.ac.uk/research/policies-and-guidance-for-researchers/managing-risks-of-research-misuse/>

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
A first degree or equivalent experience gained within a professional context.	E	A
Evidence of continuing professional development including regular attendance on internal and external study programmes.	D	A
An excellent understanding of World Wide Web technologies; using the internet to research and access information on a regular basis.	E	A
A proven track record of engaging with senior managers to discuss and implement research governance policy and procedure.	E	A/I
Experience of drafting formal policies for a large research organisation or similar.	E	A/I
Report writing and delivery.	E	A
Committee servicing experience.	D	A
A clear understanding of the organisational culture of a large research-intensive university (or similar type of research organisation).	E	A/I
Knowledge of current best practice and emerging requirements in research integrity.	E	A/I
Familiarity with the full broad range of research integrity issues, including: misconduct allegations, staff development, student training, publications policy, intellectual property, recruitment and reward processes, research ethics, data management and collaborative research.	D	A/I
Skills and abilities		
The ability to influence change within a large research-intensive university (or similar type of research organisation).	E	A/I
Excellent interpersonal skills.	E	A/I
Ability to work independently, managing and prioritising an often challenging workload.	E	A/I
Robust judgement in difficult cases with serious consequences for individuals and the organisation and the ability to provide clear grounds for decision to senior managers.	E	A/I

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Able to work on research governance issues across the full range of research areas, from those where they are already well developed, to others where the implications are just beginning to be explored.	E	A/I
Ability to relate research governance issues to the broad range of other challenges found in undertaking cutting-edge research, and balance integrity issues against other requirements appropriately.	E	A/I
Excellent oral and written communication skills and the ability to research, draft, critique and present reports on complex issues to a broad range of audiences.	E	A/I
Excellent IT skills (Microsoft office, spreadsheets, databases, email, internet, web development etc.).	E	A
Personal Qualities		
Strong commitment to due confidentiality and fairness in cases of alleged misconduct or similar dispute.	E	A/I
Ability to work as part of a team, sharing information and ideas, and supporting colleagues.	E	A/I
Must be willing to work on and implement UCL policy around challenging issues such as animal research, relations to the defence, extractive or other industries.	E	A/I
Current knowledge, understanding and application of equal opportunities and diversity issues as they relate to this role.	E	A/I
UCL Ways of Working for professional services		
Making best practice an absolute priority.	E	I
Listening to others and supporting them with compassion.	E	I
Being clear on how your work, and that of your team, fits into overall UCL objectives.	E	I

Apply

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ucl.ac.uk/jobs