

UNIVERSITY OF BATH

ROLE SPECIFICATION

Title:	Chairs of Research Ethics Sub-Committees
Term of Office:	Three Years (this session ends 31 July 2024)
Time Commitment:	<p>Postholders can expect a workload allocation in the region of 200 - 300 hours in the first instance, but all ethics and integrity roles are currently under review, along with their associated workload.</p> <p>There are three 2-hour meetings of the Academic Ethics and Integrity Committee (AEIC) per year, in October, February and May. Research Ethics Sub-Committees will meet monthly during semester time only (9 meetings/yr).</p> <p>Time is also required for meeting preparation and attendance at <i>ad hoc</i> training events.</p>
Method of Appointment:	Appointed by AEIC
Applications:	Expressions of interest should be supported by the appropriate Head of Department.
Upcoming meeting dates:	tbc (monthly meetings are expected)

Background

[The Academic Ethics and Integrity Committee](#) (AEIC) seeks to appoint four Academics to play an important role in the University community by supporting the highest level of research integrity and research ethics. We seek Chairs of the new research ethics Sub-Committees:

- **Externally Reviewed & Sponsorship** – to consider applications for research requiring ethical review from an external Agency, and/or that require Sponsorship by the University. This Committee will also consider applications which have been reviewed elsewhere (e.g. projects being transferred to the University or part of a bigger consortium, etc) to confirm that due diligence has taken place.
- **Biomedical Science** – to consider applications for research projects in biosciences that involve human participants but fall outside the above e.g. healthy volunteers, anonymised data etc.
- **Social Science** – to consider projects in the social, educational, and psychological sciences that do not fall under the NHS sponsored projects e.g. social care and social sciences
- **Data & Digital Science** – to consider applications where large amounts of data are being handled; consider projects involving AI, machine learning and associated themes.

Role overview

As Chair you will be responsible for protecting the rights, safety, dignity and well-being of research participants and researchers as well as facilitating and promoting ethical research that is of potential benefit to participants, science and society.

Together with the Chair to the AEIC and Chairs of the other research ethics Sub-Committees, these new roles are expected to help further define the terms of reference and remit for these new Sub-Committees. Furthermore, they are also expected to lead on the development of guidance and resources for managing research integrity risks and addressing ethical concerns for the University, as well as shaping standards for data collection, sharing and use of norms and practices more broadly.

Key responsibilities

As Chair of a Research Ethics Sub-Committee:

- Chair the monthly research ethics committee meetings ensuring that ethical issues are explored and debated. Responsible for reading the applications and meeting documents, taking part in the ethical review, assuming lead reviewer role where required and to be responsible for the time management of the sub-committee meeting.
- Process all sub-committee communications in line with due process and timelines.
- Ensure that during the meetings a decision is reached and recorded and that the method of dealing with responses (Chair's action, Secretary, etc) is agreed and appropriate.
- Provide leadership to promote the effective working of the sub-committee as a cohesive group. Work with the Chair of AEIC to develop the sub-committee and its members; for example, reviewing processes, proposing change and implementing it where necessary. Assist with succession planning for members within the sub-committee and help members develop in their role.
- Support the Chair of the AEIC in managing the membership of the sub-committee including:
 - Assisting with the recruitment and selection of new members
 - Providing guidance to sub-committee members regarding potential conflicts of interest
 - Ensuring lead reviewers are identified as per agreed process for new applications and protocol amendments
 - Ensuring that own and members' training is up to date
 - Feeding back on any administrative issues or concerns which affect the efficient running of the sub-committee including addressing issues of poor performance, poor attendance or conduct issues.
- Ensure, or assist in ensuring, that local ethical review processes are set up and managed in accordance with established processes.
- To be aware of, and undertake, training in ED&I to ensure that members and applicants are treated fairly and equally regardless of gender, race, disability, sexual orientation, religion/belief or age.
- Promote the courteous treatment of all applicants and sub-committee members.
- Where appropriate and feasible, provide advice to staff and students in response to queries received.

- Communicate and engage with researchers to increase awareness and compliance with ethics guidance

As member of AEIC

- Attend and contribute to AEIC meetings (3 meetings/year)
- Ensure effective communication of updates to processes, codes and legislative requirements.
 - To have knowledge and expertise of academic ethics and integrity considerations.
 - To attend meetings of the committee and contribute to the transaction of business by examining the issues for consideration and ensuring the best interests of the University inform all decision making.
 - To attend training and induction in relation to performance of the role of Member of AEIC (as required).
- Provide leadership and advice on the design and delivery of training events designed to promote awareness and understanding of the University’s research ethics processes

Support for the Role

- Coaching support provided via Workforce Development
- Training provided via UKRIO and other in-house activities
- Action Learning Sets facilitated by Workforce Development
- Secretary to the Committee

PERSON SPECIFICATION

Criteria: Training	Essential	Desirable
Successful completion of the ‘Research Ethics and Governance’ module on Moodle	X	
Successful completion of the ‘Concordat to Support Research Integrity’ module on Moodle	X	
Successful completion of the ‘Managing Human Participant Research Data’	X	
Any other relevant qualifications e.g. VIRT2UE		X

Criteria: Knowledge and Experience	Essential	Desirable
A senior member of academic staff (Senior Lecturer or above)		X

Strong track record of experience in undertaking research that involves human participants and/or the use of personal data and/or the use of human tissue and/or the use of data.	X	
Excellent understanding of research ethics processes at a local and/or national level.	X	
Track record and successful contributions to leadership	X	
Ethics as a research area of study		X

Criteria: Skills and Aptitudes	Essential	Desirable
Able to chair meetings effectively and provide leadership. For example, if committee members disagree on recommendations	X	
Able to consider a range of relevant evidence and weigh it logically and consistently to reach a fair decision within the balance of probabilities	X	