



University of
St Andrews

Research and Innovation Services (RIS) Senior Research Governance Officer





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Introduction

Founded in the 15th century, St Andrews is Scotland's first university and the third oldest in the English-speaking world. The University of St Andrews is one of Europe's most research intensive seats of learning. It is one of the top-rated universities in Europe for research, teaching quality, and student satisfaction. Today, under the leadership of Principal and Vice-Chancellor Professor Dame Sally Mapstone FRSE, the University's strategy is to broaden its global influence, with a focus on diversity, building a culture of entrepreneurship, research excellence, and social responsibility.

The University of St Andrews is world-leading, with a responsibility to integrate sustainability within our University strategy. From climate science and sustainable development to energy ethics and grass-roots level action across all our communities in which we operate, sustainability is at the heart of all we do. World-leading research on sustainability is taking place across the breadth of the University with researchers addressing key questions on the defining issue of our generation.

St Andrews is ranked as the top university in the UK in The Guardian Guide 2024, and The Times and Sunday Times University Guide 2024. The Complete University Guide 2024 ranks St Andrews as the top university in Scotland, and fourth in the UK. The University is top in the UK for Teaching Quality in the Daily Mail Guide 2024.



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Research and Innovation Services (RIS)

Research & Innovation Services (RIS) supports the University and the Vice Principal (Research, Collections & Innovation) in taking forward the University's strategy in terms of support for research and innovation. The unit is comprised of around 20 staff performing a range of functions: Research Integrity, Ethics & Governance, Research Information & Policy, Research Impact, Engagement with Research, and Research Culture.

The research integrity, ethics and governance team within RIS is responsible for providing specialist advice and support relating to certain ethical, legal, contractual and regulatory requirements associated with research. These include: research involving humans, their tissues or data; research involving the National Health Service, social care services or Ministry of Defence; research involving animals, their tissues or data; export controls; Nagoya Protocol; non-financial due diligence of overseas research partners. The team is also responsible for the University's activity relating to research integrity and Trusted Research.

The team members work closely with each other, and other colleagues across RIS, professional services and academic Schools and Departments, providing a degree of cover for each other when necessary. The Head of Research Policy, Integrity and Governance is responsible for strategic oversight of communications and policy/process development across the team. Each specialist area is led by one of the Senior Research Governance Officers and supported by the Research Governance Officer. Research integrity activities are led by the Head of Research Policy, Integrity and Governance.





Job Description

Job Title: Senior Research Governance Officer

Unit: Research and Innovation Services

Reporting to: Head of Research Policy, Integrity and Governance

Job Family: Managerial, Specialist & Administrative

Working Hours: Full time / 36.25 hours per week

Grade/Salary Range: Grade 6 / £37,999 - £45,163 per annum

Reference Number: AD2762RS

Start Date: As soon as possible

Interview Date: 24 or 27 March 2025

Duration of post: Permanent

Main Purpose of the Role

The Senior Research Governance Officer:

- Leads on the co-ordination of the University's work on Trusted Research, including co-ordinating associated pan-University projects
- Leads operationally on the University's work on Export Controls
- Supports areas of research integrity activity
- Assisted and supported by the Research Governance Officer, works closely with other members of the team, provides a degree of cover on any other areas of team activity as required
- Reports to the Head of Research Policy, Integrity and Governance, who is responsible for strategic oversight of communications and policy/process development across the team, and may be asked by senior management to communicate on behalf of any aspect of the team



Key Responsibilities

Regarding Trusted Research:

- Co-ordinating, and providing full administrative and logistical support for, a University-level Trusted Research committee/working group including:
 - Organising and attending all meetings, preparing an agenda in liaison with the HRPIG;
 - Preparing and/or presenting papers, analyses, reports and minutes, as appropriate, and co-ordinating other members to do the same, as appropriate;
 - taking forward follow-up actions, as appropriate, and co-ordinating other members to do so, as appropriate.
- Developing, delivering/disseminating/implementing, monitoring/reviewing/consulting on, and updating/improving:
 - A digital tool for research planning:
 - Proactively working across the University to develop proposals for enhancements to the functionality or content of the tool
 - Operating the relevant software platform to act as superuser and 'owner' of the tool from a technical perspective, for example being responsible for making technical changes to the tool, producing reports from the tool, etc
 - Webpages regarding the overarching position of the University relating to Trusted Research
 - Detailed reports, briefing papers and letters regarding the University's provisions relating to Trusted Research, for both University committees and external organisations.
- Acting as the first point of contact with, and proactively building relationships with the following, to co-ordinate activities in a timely and effective manner, disseminate information, obtain feedback/input to inform improvements/developments, build relationships, and influence others' thinking:
 - internal stakeholders – such as researchers, other professional services staff, and members of senior management
 - external stakeholders – such as the Department for Science, Innovation and Technology (DSIT), the National Protective Security Authority (NPSA), the Research Collaboration Advice Team (RCAT), and relevant Higher Education sector groups or meetings related to this topic



Key Responsibilities

Regarding strategic export controls:

- Providing University-wide detailed specialist/professional advice, guidance and support to academic and professional services staff, and to support strategic decision-making, on strategic export controls, in relation to relevant legislative and regulatory requirements (in UK and elsewhere, notably the EU and US), University policies and procedures, and broader HE or governmental developments.
- Acting as the first point of contact with, and proactively building relationships with the following, to co-ordinate activities in a timely and effective manner, disseminate information, obtain feedback/input to inform improvements/developments, build relationships, and influence others' thinking:
 - internal stakeholders - researchers and other professional services staff, including senior management - providing advice and guidance on relevant policies/processes/guidance, and facilitating the sharing of best practice where appropriate;
 - external stakeholders, such as research funders, UK Government (including the Export Controls Joint Unit (ECJU)).
- In liaison with the Head of Research Policy, Integrity and Governance, developing, delivering/disseminating/implementing, monitoring/reviewing/consulting on, and updating/improving:
 - University policies, processes, template documents, guidance, website content and reports;
 - In-house training/workshops/presentations/demonstrations/induction material for University-wide staff and students on relevant policies/processes/guidance/software;
 - Detailed reports, briefing papers and letters regarding the University's provisions relating to strategic export controls, for both University committees and external organisations.
- Managing the relevant budget and ensuring that relevant institutional financial obligations are met through:
 - generating and processing purchase orders and invoices; and
 - maintaining professional licences and memberships.

Any other research integrity, ethics or governance tasks as required.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Education & Qualifications</p> <p><i>(technical, professional, academic qualifications and training required)</i></p>	<p>Educated to degree level or equivalent plus 2/3 years relevant work experience</p> <p>OR</p> <p>5 years relevant work experience</p>	<p>Advanced degree (e.g. PhD) in any discipline</p>	<p>Application</p>
<p>Experience & Knowledge</p> <p><i>(examples of specific experience and knowledge sought)</i></p>	<p>Experience of research integrity, research ethics, or research governance in a University environment</p> <p>Experience of delivering a service as part of a team, involving management of a complex set of stakeholders</p> <p>Experience of providing timely and comprehensive advice/guidance to others on complex issues, requiring excellent attention to detail</p> <p>Experience of learning and deploying new software and/or digital tools</p>	<p>Knowledge of Trusted Research and/or Export Controls</p> <p>Experience of working in the areas of Trusted Research and/or Export Controls</p> <p>Experience of configuring and using Qualtrics and/or Infonetica</p> <p>Experience of managing a budget</p> <p>Experience of developing policy</p> <p>Direct experience of undertaking research</p>	<p>Application and interview</p>



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Experience & Knowledge</p> <p><i>(examples of specific experience and knowledge sought)</i></p>	<p>Experience of leading small/medium-scale projects</p> <p>Experience of administrative activities such as organising meetings, writing minutes and producing reports</p>	<p>Knowledge of researcher's daily realities in higher education</p>	
<p>Competencies & Skills</p> <p><i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i></p>	<p>Proven analytical ability and excellent attention to detail: understanding complex ideas and summarising them in a clear, comprehensive, concise and timely manner</p> <p>Strong interpersonal skills, including influencing others' thinking, sometimes including those at a senior level</p> <p>Strong oral and written communication skills, including presenting presentations and documents</p> <p>Strong IT skills</p>		<p>Application, test and interview</p>



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Competencies & Skills</p> <p><i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i></p>	<p>Good problem-solving skills, including use of initiative, creativity and judgement</p> <p>Advanced planning, organisational and prioritising skills</p> <p>Ability to work independently exercising initiative, but also able to support the team and contribute to wider projects</p> <p>Ability to remain calm, professional and courteous under pressure</p> <p>Ability to handle confidential material with tact and discretion</p>		
<p>Other Attributes/Abilities</p> <p><i>(if applicable)</i></p>	<p>A proactive team player with a 'can do' attitude, able to motivate, support and encourage others</p>		<p>Interview</p>

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.



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Benefits

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Senior Research Governance Officer includes:

- Membership of the USS Pension Scheme with a generous employer contribution of 14.5%
- A hybrid working environment, including partial homeworking where appropriate and a range of family friendly policies
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- A range of wellbeing initiatives including membership of Peppy, a health application that connects staff to expert practitioners and personalized support on health matters
- 34 Days Annual Leave plus 5 Public Holidays





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How to Apply

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome.aspx

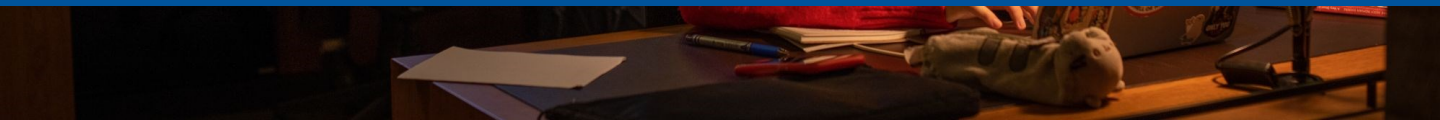
If you have difficulties in completing the online application form, please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk for an application pack.

Applications should consist of:

- Letter of application (this should outline, as concisely as possible, why you are applying for this job how your qualifications, experience and skills meet the needs of the role).
- CV
- Names and contacts of two referees

For all applications, please quote ref: **AD2762RS**

The University of St Andrews is a charity registered in Scotland (No SC013532).





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The Town of St Andrews

A modern location surrounded with ancient History, St Andrews is a dynamic and cosmopolitan town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

The Kingdom of Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas in Fife, with some historic structures dating all the way back to the 12th century. The part of Fife in which St Andrews is situated (known as the East Neuk), enjoys a microclimate and is typically much drier than western parts of the country.





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Further Information

This post will be primarily based at the Eden Campus at Guardbridge, a state-of-the-art working environment for professional services units, with a hybrid working option available.

Interviews will be held on **24 or 27 March 2025**

Our approach to interviews for this role:

We will provide interview questions in advance as part of our commitment to Equality, Diversity and Inclusion in our workplace. If you need to bring notes with you into the interview, that's fine. Our aim is to give you a platform to present your best case for the role.

Although the pre-shared questions will be the main questions, the Panel may ask additional follow-up questions to those provided.

The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.

Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.





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Equality, Diversity & Inclusion

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter and Race Charters). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship. Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

The University of St Andrews has also received a prestigious institutional Silver Athena Swan Award in recognition of its continued efforts to advance gender equality across the University (building on our Bronze awards of 2012 and 2017)





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