

Post Description

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| Position | Trusted Research Manager | Position No. | 15470 |
| Directorate Institute | Research Support and Development Office - RSDO | | |
| Grade | G8 | | |
| Contract type | Full Time- Fixed Term - 2 year fixed in first instance) It is anticipated that the role may be extended or may create further opportunities beyond the initial term. | | |
| Accountable to | Head, Contracts and IP | | |
| Reports | | | |
| Internal stakeholders | PVC Research, PVC International, PVC Enterprise and Employment, Deputy VC, Executive Deans, Vice Deans Research, Global Engagement Office, academics, researchers | | |
| External stakeholders | Government Departments, research funders and sponsors, research partners | | |
| Date reviewed | June 2024 | | |

Main accountabilities:

Trusted Research emphasises the importance of facilitating and increasing international collaboration whilst recognising the increasing complexity of those collaborations and requirements from Government and funders. This new post will sit within the Research Support and Development Office at Brunel and will be responsible for development and delivery of institutional operating frameworks, to support the Trusted Research agenda, including Export Control.

Reporting to the Head of Contracts and IP, the role holder will be responsible for the development and implementation of an international collaboration compliance and due diligence framework. A key aspect of the role will be to ensure all collaborations and partnerships are reviewed and monitored at key stages, proportionate to the level of risk, to ensure compliance with external statutory and contractual obligations, and funder terms and conditions, as well as adherence to university policy and procedures. As part of the framework, the role holder will develop existing policies, procedures, repositories and databases to ensure effective oversight of our collaborations. This will require working closely with other key partnership teams across Professional Services, and in particular the Global Engagement Office, to ensure wider institutional impacts are considered and due diligence processes are aligned. The postholder will ensure appropriate due diligence checks are fully integrated into core processes across the project lifecycle, minimising delays and administrative burden and ensuring checks and measures are commensurate with the level of risk. To underpin this, s/he will develop training and guidance for the research community to ensure responsibilities are understood and processes fully operationalised.

This is an emerging area of activity within the higher education sector, and the post holder will be required to keep up to date with the UK's changing regulatory environment, as well as funders' terms and conditions, working closely with teams responsible for research operations. Training will be provided to help the appointed candidate fully understand the full range of issues associated with trusted research and export control.

Key duties and responsibilities:

- Working with the Director, Research Support and Development Office and the Head, Contracts and IP, to undertake a University-wide review and assessment of Trusted Research, export control and associated risks, policies and procedures. This will involve significant engagement with key academic colleagues including the PVC Research, PVC International, APVC Culture and Governance, College Vice Deans for Research, as well as professional services teams including HR and College Research Managers.
- Developing a Trusted Research compliance framework, including associated policies and procedures, in conjunction with key stakeholders.
- Implementing workable assurance measures to mitigate risk and enable compliance with the framework, across all relevant University departments, without compromising the university's research mission.
- Carrying out an audit of research to identify key Departments, Research Centres and Research Groups, and work with them to enable assured international collaborations take place.
- Providing advice on export licensing, and working with researchers to support UK export licence applications through the Government online export licensing system, liaising with Government departments, as required to help identify risk and their mitigations.
- Developing systems to identify, record, and track applications and licences granted to the University for exported technologies, to ensure timely and efficient management of the export licence process.
- Developing University guidance material, including content for the University website, concerning export controls and security issues.
- Leading an awareness programme for academic staff to highlight Trusted Research and export considerations in research and to share best practice, working with academics to ensure compliance with UK regulations and University policies.
- Building links with key external stakeholders, including the UK Government Research Collaboration Advisory Team (RCAT) and the Department for International Trade export control unit, maintaining awareness of compliance issues relevant to Trusted Research and identifying and advising on regulatory or policy changes that may impact University activities.
- Reporting to University senior staff and relevant University committees as required on progress of the development and implementation of the compliance framework.

Brunel Values**Open**

We are welcoming and believe in the power of diversity. We are transparent in our decisions and deliver on what we say.

Courageous

We seek and take on ambitious challenges. We are brave and committed to thinking differently. Nothing stops us from going after our goals.

Inventive

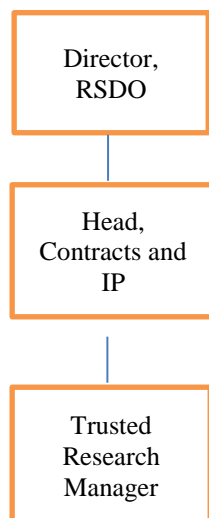
We are purposeful in an ever-changing world. Collaborating and innovating to reach our full potential and to change lives - and the world - for the better. We celebrate breakthroughs and strive for the best.

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

Organisational Chart

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.

Person Specification

| Attributes | Criteria | Essential /Desirable | How measured |
|--------------------------------------|--|---|---|
| Education, qualifications & training | <ul style="list-style-type: none"> A science or technology related degree or relevant professional experience of working within a science/technology environment | Essential | Application form |
| Experience | <ul style="list-style-type: none"> Strong project management experience, including risk management, gained within a research environment, or from a research governance or compliance role Experience of developing and implementing new policies and processes within a research organisation. Experience of engagement with UK and overseas export authorities. Experience of working with industry | Essential Essential Desirable Desirable | Application form Interview Application form Interview Application form Interview Application form Interview |
| Knowledge, skills and abilities | <ul style="list-style-type: none"> Good communication skills, with the ability to communicate complex issues to a range of staff, including management, both verbally and in writing A good working knowledge and understanding of export regulations combined with experience of implementing export control policy and processes within an organisation Initiative, ability to work as part of a broader team, and a very good understanding of the university research landscape Excellent relationship-building skills with a proven ability to work confidently with senior stakeholders and researchers, using coaching, negotiating and influencing skills to achieve successful outcomes. Strong organisational and time management skills with the ability to work well under pressure, and to manage competing and shifting priorities. Excellent problem-solving and analytical capability, with good attention to detail and the ability to interpret and communicate complex data and information to non-specialists. A strong solutions focus, with a proactive and creative approach, good | Essential Desirable Essential Essential Essential Essential Essential | Application form, interview Application form, interview Interview Interview Interview Interview Interview |

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| | critical thinking skills and ability to make informed decisions and recommendations. | | |
| Additional Attributes Required (not included above) | <ul style="list-style-type: none"> Sensitivity to the cultural and political context of the role. | Essential | Interview |

Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

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| Please tick all relevant workplace hazards identified with this post. | | | | |
| Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs. | | | | |
| Display screen <input checked="" type="checkbox"/> equipment | Manual handling <input type="checkbox"/> | Prolonged standing e.g. 1 hour plus <input type="checkbox"/> | Prolonged sitting e.g. 1 hour plus <input checked="" type="checkbox"/> | |
| Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/> | Human blood, tissue or fluids <input type="checkbox"/> | Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/> | Skin Irritants/Chemicals <input type="checkbox"/> | |
| Work in confined Places <input type="checkbox"/> | Ionising radiation <input type="checkbox"/> | Noise (more than 80 dba-8 hrs. law) <input type="checkbox"/> | Lone working <input type="checkbox"/> | |
| Use of dangerous machinery <input type="checkbox"/> | Electrical hazards <input type="checkbox"/> | Shift work/night work <input type="checkbox"/> | Work outdoors <input type="checkbox"/> | |
| Neck & arm vibrating equipment <input type="checkbox"/> | Fork lift truck driving <input type="checkbox"/> | Work at heights <input type="checkbox"/> | Lasers <input type="checkbox"/> | |
| Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office: | | | | |
| Physical demands of the job | Lifting <input type="checkbox"/> | Carrying <input type="checkbox"/> | Bending <input type="checkbox"/> | Pushing <input type="checkbox"/> |
| If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency: | | | | |
| Travel/Off-site working: | % of time | UK <input type="checkbox"/> | Overseas <input type="checkbox"/> | |

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| Driving for work: | None <input type="checkbox"/> | Occasionally <input checked="" type="checkbox"/> | Weekly <input type="checkbox"/> | Daily <input type="checkbox"/> | |
| Management responsibility: | Supervisor <input type="checkbox"/> | | Non-supervisory <input checked="" type="checkbox"/> | | |
| Hours of work: | Full time <input checked="" type="checkbox"/> | | Part time <input type="checkbox"/> hours | | |
| Non-standard contractual hours? (evenings/weekends) | | Night work | | | |
| Frequency, number of hours, type of work outside standard hours: Nil | | | | | |
| Other – including occasional or possible work hazards (please specify nature and frequency): | | | | | |