

JOB DESCRIPTION



Job Title: Ethics Facilitator
Department: Governance Office
Faculty/Central Service: Central Service
Location: Keppel Street and Hybrid working
Reports to: Head of Research Governance and Integrity
Full Time/Part Time/Casual: Full-time
Grade: Grade 6
Overall Purpose of the job: This is a fixed-term six month position to cover the current post holder's role whilst they are involved in a project to implement a new online institutional research ethics review system. This is an exciting opportunity for a self-motivated Research Governance professional who has previous experience of supporting research ethics review, particularly in relation to international ethical standards for clinical research, and is committed to ensuring that LSHTM researchers meet the highest standards of good practice, research ethics and integrity in research. The post-holder will report directly to the Head of Research Governance and Integrity and will be responsible for the management of the ethical review processes at LSHTM, be the first point of contact for researchers requiring research ethics support at LSHTM and will provide full administrative service to the Research Ethics Committees. The Research Governance and Integrity Office consists of the Head of Research Governance and Integrity, a Research Facilitator specialising in clinical trials and NHS research and a Human Tissue Facilitator.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

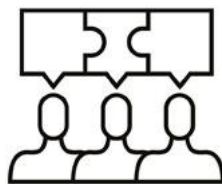
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £140 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) have been studied by more than 300,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the

world in the fields of social sciences and public health. We ranked 21st for medicine in the 2018 QS World University Rankings.

In 2017, the inaugural Centre for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

Main Duties and Responsibilities

Research Ethics Committee

1. To provide an administrative service in the processing of applications for ethical approval.
2. For staff and research student applications:
 - Provide an initial review of all applications submitted to the Committee
 - Decide whether/which ethical approval(s) are required by critically reviewing research protocols and other associated study documents and providing confirmation to researchers and students
 - Conducting an initial risk assessment and triaging applications to the relevant Ethics Committee (Observational A+B, Interventional, CaRR, Fast Track or MSc)
 - Allocate the workload of the committee, assigning applications to groups or individual Committee Members, and Liaising with Committee members to ensure they have received the applications and reply according to pre-determined timescales
 - Draft appropriate response to applicants, in agreement with Chair of Committee
 - Act as the person delegated as the responsible person to review responses on behalf of the committee following an initial review by the Committee, and if assessed to be satisfactory to grant ethical approval Act as the Delegated person responsible for granting/denying approval for studies where approval has been obtained from another recognised REC without the requirement for further ethical review at LSHTM.
 - Develop and maintain an accurate database of all the human research reviewed by the Committee or research that has signed off by the RGIO as not requiring ethical review
3. Be the subject matter expert providing advice to applicants tailored to their individual needs and enable them to understand their obligations and be compliant with relevant policies and legislation.
4. Develop meeting agendas including the proposal of agenda items, organise and attend meetings and minute meetings of the Ethics Committee.
5. Collaborate with the Chairs on changes to processes and procedures and take the lead on implementing any changes.
6. Manage the ethics application system, including full workflow, proactively liaising with multiple stakeholders across the School to ensure that the system is fit for purpose and implementing any changes, including planned upgrades and maintenance.
7. Formulate content including the development and maintenance of instructional videos, guidance documents and background information for the ethics committee website.
8. Provide bespoke training to new members of the Committee and research

teams who may be new to the system.

9. Actively review existing processes including designing, conducting audits, and the preparation of reports on the ethics review systems and processes along with corrective and preventative action plans to ensure processes comply with recognised standards.
 10. Provide guidance and technical support to the MRC Gambia unit for the use of the ethics application system for both the MRCG SCC and MRGC EC.
 11. Act as the delegated person responsible for granting/denying ethics approval for applications from the MRC Unit The Gambia on behalf of the LSHTM REC Chair.
- To develop content and maintain the Service Desk space for the ethics application system including the review and addition of FAQs based on staff and student requirements.

Research Governance

1. Developing content, maintaining and updating the webpages for research governance, including research ethics, clinical trials and human tissue
2. Develop and maintain the database and information systems for research projects and to ensure records of all LSHTM research are maintained
3. Conduct annual follow-ups on relevant research projects to ensure accurate information is kept on the database
4. Assist the Head of RGIO in making sure the procedures for LSHTM sponsorship function appropriately, including budgetary processes
5. To provide subject matter expert advice and training to all staff and students on research ethics and ethical review process. This includes:
 - i. Designing the content of, maintaining, and updating the mandatory online e-learning teaching module on Research Ethics
 - ii. Design, prepare and present lectures on research ethics tailored for specific needs of MSc programmes
 - iii. Design and provide live training on LSHTM ethical review processes, tailored to specific needs
6. Support the Head of RGIO in developing, implementing and maintaining Standard Operating Procedures
7. Support the Head of RGIO in developing, maintaining, and updating the mandatory online e-learning teaching module on Good Research Practice and other e-learning modules as required.
8. Identify when breaches in policy around ethical review have occurred and decide on steps to bring projects into compliance, escalating to the Head of RGIO as required.
9. To deputise for the Head of RGIO at the doctoral student induction as required.

10. To maintain knowledge of the legal, ethical (and funding) frameworks for human research, as well as the interpretations therein as they pertain to LSHTM's research activity. This includes the production of regular newsletters and other e-bulletins to ensure that information is communicated across the School. 11. To provide support and expert advice for projects undertaken in the NHS, including liaising with external regulatory authorities such as the Medicines and Healthcare products Regulatory Agency (MHRA), the Health Research Authority where required. 12. To critically review research protocols and other associated study documents and require/request changes and/or suggest alterations to ensure projects are in line with internationally recognised ethical standards and any relevant LSHTM policies and guidelines. To develop and maintain detailed guidance for complex ethical issues in research. 13. To be the subject matter expert on research ethics compliance for research staff and students. This includes providing bespoke advice and support to research teams to enable them to understand their obligations and be compliant with relevant policies and legislation. 14. Assist in the acquisition, development and roll-out of a new online ethics review software system as required. 15. Act as cover for other roles in the RGIO. 16. Provide day to day supervision of other roles within the RGIO as required, namely the Management Trainee posts when with the RGIO
<i>Additional Information</i> This role offers the opportunity for hybrid working – some time on site and some from home.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	A university science or medical degree, or equivalent experience	E
Experience	Experience of working independently and to prioritise and organise own workload	E
	Experience of working in a research environment, either in academic, medical or pharmaceutical environment	E
	Experience of providing training and/or producing detailed guidance.	E
	Experience of writing and/or co-ordinating ethics submissions.	D
Knowledge	Knowledge of ethical review processes and current research ethics guidelines	E
	Knowledge of clinical trials or other relevant research management	D
General	Ability to critically understand health and social care research methodology	E
	Excellent computing skills (Word, Excel, Access, Email and Internet), particularly using databases	E
	Experience of using electronic systems to manage the day-to-day workload	E
	Strong written and inter-personal skills and the ability to liaise with people at all levels throughout the organisation and externally	E
	Proven ability to develop and maintain accurate computer and other record-keeping systems	E
	Ability to review, summarise and disseminate complex information	E
	Ability to offer advice and support on research related issues.	E
	Minute taking	E

	Well organised, and able to prioritise conflicting tasks and meet operational deadlines	E
	Flexible approach to work	D
	Ability to manage information systems and provide regular updates of working practice.	D
	Experience teaching large groups	D

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Oct 25

Salary and Conditions of Appointment

The post is fixed term until 02 July 2026 and full-time 35 hours per week, 1 FTE. The post is available from 03 January 2026. The salary will be on the LSHTM salary scale, Grade 6 scale in the range £45,728 - £51,872 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).