

**University of Sheffield**  
**Ethics Administrator Role Description**

<b>Description:</b>	<b>Details:</b>
<b>Role specification:</b>	<p>Administration on a day to day basis of the University Research Ethics Procedure</p> <p>Providing information to staff and students on the departmental process for ethical review</p> <p>Managing Research Ethics records</p> <p>Submitting the departmental Annual Ethics Report.</p> <p>Distributing ethics applications to ethics reviewers via the online system and appointing lead reviewers where appropriate</p> <p>Provide written confirmation of the ethics decision to the applicant</p> <p>Checking applicants have included all necessary information in their application</p> <p>Ensuring, as far as possible, an equitable spread of workload between ethics reviewers.</p> <p>Checking progress of applications within online system and prompting where necessary.</p> <p>Bringing appeals from within the department to the attention of the UREC Secretary</p> <p>Contacting the UREC Minute Secretary to provide lay reviewers where necessary (e.g. ESRC funded applications)</p>
<b>Person specification:</b>	<p>Concern for research ethics, protection of participants and high ethical standards</p> <p>Sound judgement</p> <p>Interpersonal skills</p> <p>Ability and willingness to challenge and probe</p> <p>Organisational skills</p>