

GENERIC ROLE PROFILE

Job Title: Scientific Officer – [specialism/area]

Grade: G8

School/Division: [school] – Technical Services

Location: [location]

Responsible to: [job title of line manager]

Direct reports: [job titles of direct reports or n/a]

Key contacts: [job title of key contacts].

Role description:

To undertake role of the institution's lead subject matter expert in professional field, ensuring appropriate compliance in [enter specifics of technical area here]

PRINCIPAL ACCOUNTABILITIES

1. Provide information, advice and guidance on all matters relating to area of subject expertise to ensure institutional compliance
2. Monitor adherence to institutional and regulatory standards, assess risks, complete internal compliance checks and audits, advise on subject area
3. On behalf of the institution, perform role of regulatory competent person, where necessary hold appropriate institutional permits and licences.
- 4.

KEY RESPONSIBILITIES

- Be the institutional subject matter expert in area of expertise, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
- Ensure all University policy and procedure is in line with regulatory guidance, and government statute, leading on policy and procedure development.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of expertise
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage, clarify areas of responsibility agreeing where accountability lies in areas of overlap or exposure
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