

## Research Ethics Committee (REC) Chair Advert

### About What Works for Children's Social Care

What Works for Children's Social Care (WWCSC) is an initiative that seeks better outcomes for children, young people and families by bringing the best available evidence to practitioners and other decision makers across the children's social care sector. We will generate evidence where it is found to be lacking, improve its accessibility and relevance to the practice community, and support practice leaders to create the conditions for more evidence-informed practice in their organisations.

More information about What Works for Children's Social Care can be found at <https://whatworks-csc.org.uk/>

### Role

The Research Ethics Committee (REC) is responsible for reviewing the research proposals of the WCCSC to identify ethical considerations and make recommendations on whether to proceed with and/or amend the research. The main purpose the REC Chair is to provide leadership to, and management of the REC.

### Responsibilities

The responsibilities of the REC Chair can be categorised as (1) Management and coordination of the REC and sub-committee meetings, (2) Management and leadership of the REC committee members, (3) Support in the development of ethics guidance and processes to ensure practical recommendations for research proposals, (4) Management and facilitation of the relationship with the WWCSC and (5) "Other".

(1) REC meetings will be held six times per year. Ad-hoc sub-committee meetings may be assembled if necessary. The REC Chair will oversee the management of these meetings including:

- Ensuring lead reviewers are identified for both new and amended research proposals
- Ensuring that all ethical issues are explored and debated
- Responsibility for the time management of the application process
- Ensuring that during the meetings recommendations are agreed and recorded
- Promoting the courteous treatment of all attendees
- Ensuring that meetings are relevant and engaging, including discussions on current or potential ethical issues
- Approving the REC's recommendations, including technical recommendations
- Checking and approving the recorded minutes in a timely manner

(2) The REC will consist of approximately 7-9 committee members. The REC chair will:

- Develop and approve a committee member recruitment plan and assist with the sifting, interviewing and appointment of committee members
- Nominate a Deputy Chair, and offer ongoing support to the person in this role, ensuring they are able to take over the duties of the Chair when required.

- Promote the effective working of the committee as a cohesive group
- Identify and fulfil the training needs of committee members
- Provide advice, guidance, support and mentorship as required to committee members
- Provide guidance to members regarding potential conflicts of interest and any concerns which might lead to their disqualification
- Address issues of poor performance and/or poor attendance

(3) In the first instance, that the REC will assess proposals against the ESRC's [framework of research ethics](#). In time, the WWCSO will develop bespoke ethics guidance focusing on the need for research to be practical and at the service of young people and social workers. The REC Chair will:

- Make recommendations to the WWCSO to improve the guidance and policies for research governance
- Approve the final ethics guidance
- Ensure committee members implement the ethics guidance within the REC review process

(4) The REC will act in an advisory role to the WWCSO. Specifically, the Chair will be responsible for:

- Providing the WWCSO with the REC's agreed recommendations on research proposals
  - NOTE: These recommendations will be made to the Executive Director of WWCSO who will make the final decision on how to proceed. A written response to the REC will be provided where any recommendations are not adopted.
- To feed back to the WWCSO on any administrative issues or concerns which affect the efficient running of the REC

(5) The REC Chair will also be responsible for:

- Fostering a culture that everyone has a responsibility for ethics
- Providing training opportunities for WWCSO staff
- Presenting an ethics update at WWCSO and wider meetings when requested
- Reviewing and publishing the REC Annual Report

### **Person Specification**

We are looking for an individual with an interest in and experience of managing ethics issues. This individual should be able to provide evidence of an ability to:

- Chair meetings effectively and provide leadership, for example, if committee members disagree on recommendations
- Communicate and engage with researchers to increase awareness and compliance with ethics guidance
- Be pragmatic and fair minded in their approach to addressing ethics issues, showing awareness of risk and complexity

### **How to apply**

**To apply, please submit your CV (maximum three pages) and a cover letter to [wwcprogrammes@nesta.org.uk](mailto:wwcprogrammes@nesta.org.uk) by no later than 5pm 31st July 2019**

### **Further Information**

If you would like to discuss further the role of the REC Chair, please do not hesitate to get in touch.



What Works *for*  
**Children's**  
**Social Care**