

Post Details		Last Updated: May 2026	
Faculty/Administrative/Service Department	Research, Innovation and Impact (RII)		
Job Title	Research and Innovation Policy and Governance Officer		
Job Family	Professional Services	Job Level	2b
2bResponsible to	Head of Assurance		
Responsible for (Staff)	No staff report to this post		
<u>Job Purpose Statement</u>			
The post holder will provide effective and efficient secretariat support for the Research & Innovation (R&I) policies, procedures and committees. This includes University Research and Innovation Committee (and its sub-committees) the University Ethics Committees and ad hoc task-and-finish or working groups as required. They will ensure the coordinated, accurate and timely management of committee business, including documentation, communication, and compliance with institutional policies and regulatory requirements. They will act as the primary point of contact for internal and external enquiries relating to these committees and will work closely with all appointed Chairs to support the smooth running of committee activities. The post holder will also be responsible for managing a suite of R&I policies and procedures ensuring they regularly reviewed, updated and maintained in line with the University’s requirements.			
Key Responsibilities			
1. Provide administrative support to designated committees, including those with regulatory or compliance responsibilities, ensuring effective coordination and delivery of committee business. 2. Manage committee documentation, including maintaining terms of reference and membership lists, preparing agendas, collating and circulating papers, and producing accurate minutes and follow up reports. 3. Develop agendas and draft committee papers, seeking items from members and working closely with the Chair to ensure the papers are complete, accurate and submitted on time. 4. Support onboarding of new committee members, preparing briefing materials and providing guidance or access to relevant training to ensure members understand their roles and responsibilities. 5. Plan and organise meetings, including scheduling, booking venues or online platforms, arranging hospitality where required, circulating papers, attending meetings, and ensuring timely follow-up of actions and decisions. 6. Manage and maintain R&I policies, procedures and webpages, drafting updates, coordinating reviews with relevant committees and ensuring all information is accurate, accessible, and compliant with regulatory requirements. 7. Support assurance and compliance activities, including preparing documentation for external audits, contributing to regulatory projects, and managing the R&I assurance timetable in liaison with internal audit, external bodies and the Head of Assurance. NB: The above list is not exhaustive.			
Role Scope and Impact			
Accountability			
The post holder will work with a high degree of autonomy, taking responsibility for the day-to-day planning, organisation and delivery of activities that support the RII portfolio of directorates and the wider Research and Innovation community. They will be expected to manage their workload independently, ensuring tasks are completed to agreed quality standards and within established timelines.			

Problem Solving

The post holder will be required to handle a range of administrative matters, some of which will involve choosing the most appropriate course of action based on previous experience, established practice and understanding of the working environment. Many tasks will be guided by clear procedures, policies and templates, which the post holder will be expected to interpret and apply appropriately.

They will also encounter occasional non-routine issues where established guidance may not fully apply. In these situations, the post holder is expected to use their knowledge, judgement and problem-solving skills to identify a suitable way forward and present options or recommendations to senior colleagues. They must consider the potential impact and implications of their advice before progressing any action.

Where issues are complex, sensitive or fall outside their authority, the post holder should refer the matter to a senior member of the team for direction.

The post holder will handle confidential internal and external information and must exercise discretion at all times, seeking guidance from the appropriate manager if unsure.

Person Specification

Qualifications and Professional Memberships

HNC, A level, NVQ 3, HND level or equivalent with several years' relevant experience.

Or:

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.

E

Technical Competencies (Experience and Knowledge)

**Essential/
Desirable**

**Level
1-3**

Previous experience in an administrative role

E

2

Experience of document control, with proven attention to detail and accuracy

E

2

Excellent written and verbal communication skills

E

2

Proficiency in IT systems, including use of MS Word, Excel, Outlook and PowerPoint

E

2

Ability to handle sensitive information in a confidential manner

E

1

Experience of providing administration to senior committee, regulatory bodies

D

n.a

Special Requirements:

**Essential/
Desirable**

You may occasionally be required to provide support outside of your normal working hours. This would be by agreement with your line manager

E

Core Competencies

**Level
1-3**

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

2

Continuous Improvement

2

Problem Solving and Decision-Making Skills

2

Managing and Developing Performance

n/a

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skills

2

Strategic Thinking & Leadership

n/a

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

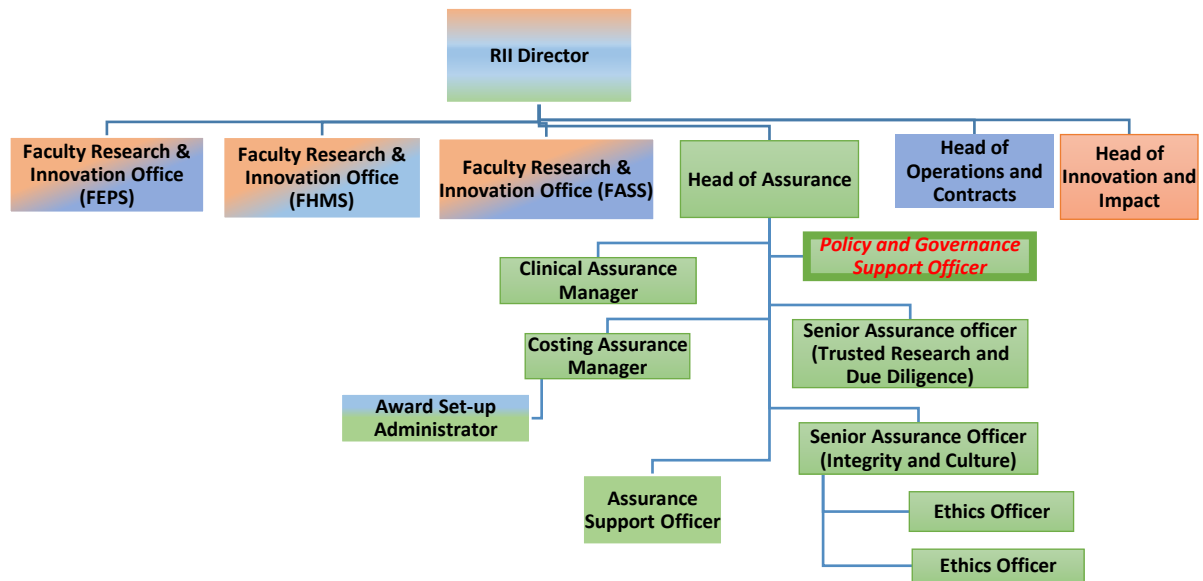
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Organisational/Departmental Information & Key Relationships**Background Information**

The RII division supports the research and innovation activity across the University. Support teams are based in faculties and as part of an RII Office. The focus of the RII division is on excellence, assurance and operations. Teams support the lifecycle of research and innovation, supporting funder visits, finding opportunities, bidding and award through to demonstrating outcomes and impact (working closely with colleagues across other professional services, including Strategic Planning, Research Finance, Library and Learning Support Service and the Surrey Innovation District).

Department Structure Chart



Relationships

The post holder will provide/request information from internal and external contacts in a professional manner. They will liaise and build relationships with other University departments.

Internal

- RII Senior Management and teams, including Director of Research, Innovation and Impact
- Office of Pro-Vice-Chancellor, Research & Innovation (PVCRI)
- University's Executive Office team
- Professional Services departments, including Governance and Risk Assurance
- Chairs of the designated committees, including senior academic and professional services staff.