



## UK Research Integrity Office: paid internship

The UK Research Integrity Office (UKRIO) is seeking to appoint a graduate or postgraduate intern to assist with the further development of new services for its subscribers. This is a paid internship, at a rate of £8.30/hour, based at UKRIO's offices on the campus of the University of Sussex. The role is part-time, initially two days per week but with the scope to increase the hours in the future if all parties agree.

This is an opportunity to develop a broad base of skills in a busy charity and gain an understanding of the challenges facing the integrity and quality of research in the UK. We are looking for an enthusiastic candidate with excellent communication and analytical skills and the initiative to work independently as well as functioning as part of our small team. Graduate or postgraduate applicants from any academic discipline would be welcome. You are not expected to be an expert in research integrity but general knowledge of how academic research is conducted in the UK is essential. A sound understanding of research governance, ethics or integrity in higher education or the NHS would be advantageous, as would be experience in organising events or working in a membership organisation.

UKRIO was set up to support good research practice and assist with the prevention and investigation of questionable practices and misconduct. Since 2006, it has provided independent and expert support across all disciplines. A registered charity, UKRIO is the only body in this country that offers dedicated support to the public and the research community on issues of research integrity. Further information on our work can be found at [www.ukrio.org](http://www.ukrio.org).

### **The main responsibilities of the role will include (but are not limited to):**

- Assisting with the development of new services to support UKRIO's subscribers
- Providing support for UKRIO's existing work streams
- Supporting the planning, organisation and execution of UKRIO's annual conference in March 2013
- General office duties

### **We are looking for someone with:**

- Effective analytical and written and verbal communication skills
- Excellent people skills and a willingness to work as part of a team
- The ability to work on your own initiative
- Good organisational and IT skills and the ability to work under pressure with attention to detail
- The desire to acquire new skills

**Closing date:** 9<sup>th</sup> November 2012      **Interviews:** week of 12<sup>th</sup> November 2012      **Start date:** mid-late November 2012

The period of internship will be agreed between parties but we would be looking for a commitment of up to five months, part-time. We understand that candidates may have other commitments, such as academic studies, and are happy to consider flexible working requests. The internship will be based at UKRIO, Sussex Innovation Centre, Science Park Square, University of Sussex, Falmer, East Sussex BN1 9SB.

Interested candidates should send a CV and a covering letter, of no more than one page, informing us why you are suitable for this role, to James Parry at [info@ukrio.org](mailto:info@ukrio.org). All applicants must be able to demonstrate the right to live and work in the UK in order to be considered for the vacancy.