



Operations Manager

Salary:	£30,000-35,000 per annum (<i>pro rata</i>)
Full Time/Part Time:	Full time and part time options are available (0.6FTE to 1.0FTE)
Appointment period:	Permanent
Location:	UKRIO office, Croydon, south London
Closing date:	13 January 2020
Interviews:	January/ February 2020

The UK Research Integrity Office (UKRIO) is recruiting an Operations Manager to assist with its work supporting high quality and ethical standards in UK academic, scientific and medical research.

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 organisational and administrative 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.

The successful candidate will be experienced in embedding and managing administrative and governance policies and processes in a small/medium enterprise. Experience of working in a charity or membership organisation would be very advantageous. You are not expected to be an expert in research integrity but general knowledge of how academic, scientific or medical research is conducted in the UK would be advantageous.

This is a wide-ranging role, which will promote the development of a broad range of skills and experiences and a close understanding of the running of a charity. The post has two direct reports: Communication and Information Officer; Events Officer.

UKRIO is an independent advisory body supporting good practice in all disciplines of research. Our charity helps ensure that research is high quality and of high ethical standards, without the need for burdensome regulation or bureaucracy. For further information, visit [our website](#).

We are offering this post at 0.6 FTE to 1.0 FTE, which can be worked within standard business hours, Monday to Friday. The post is based at UKRIO's offices in south London but we are open to discussions about flexible working/ homeworking/ jobsharing.

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, Chief Executive, UKRIO at 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.

UKRIO is committed to being an equal opportunities employer and we welcome applications from all sections of the community.

Further information

- [Job description and person specification](#)