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
- •

•