

Manager, Applied Research Office
Singapore Institute of Technology

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Posted Aug. 28, 2023, set to expire Jul. 5, 2024

Job Title Manager, Applied Research Office
Department Applied Research Office
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 28, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498491/manager-applied-research-office>

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Job Description

Manager, Applied Research Office

Job no: 498491

Department: Applied Research Office

Contract type: Contract

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Reporting to the Assistant Director, Applied Research Office, the Manager is responsible exists to ensure ethical compliance in research activities and to facilitate effective research governance and

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resource management, contributing to the University's commitment to maintaining the highest integrity standards and fostering research excellence.

Key Responsibilities

- Support and guide researchers in the ethical review and approval processes for research involving animals and human subjects and ensuring compliance with regulatory standards.
- Support the implementation of policies, processes and initiatives related to research governance and management of research resources and research spaces.
- Administer research manpower onboarding, research governance trainings and research student attachment scheme.
- Liaise with internal divisions and project PIs to facilitate preparation and conclusion of research agreements.
- Provide support for events and to other work duties as assigned.

Job Requirements

- Degree in Engineering, Science, Business or equivalent with at least 5 years of working experience.
- Relevant prior experience in and knowledge of research ethics and research administration is a distinct advantage.
- Good organisational, communication and problem-solving skills.
- Ability to collaborate effectively with diverse teams and stakeholders.
- A team player and ability to handle ambiguity.

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Advertised: 28 Aug 2023 Singapore Standard Time

Applications close: 27 Sep 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

Singapore