

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Research Ethics Manager Level: 8/9
Faculty/Division: RAID Department/Location: Research Services Office

Primary purpose of the position:




To promote, support and contribute to the highest possible ethical standards in the conduct of research by the staff and students of the University of Wollongong and the Illawarra and Shoalhaven Local Health District (ISLHD).

Position Environment:

The Research Services Office is located in the Research & Innovation Division. The Office manages research ethics (human, animal and gene technology) for University staff and students, and ISLHD researchers. The Ethics Manager leads a 4 person team which provides secretariat services to research ethics committees. The Manager is expected to liaise and communicate with all levels of the university, and to manage relationships with key research partners and organisations. In particular, the position works closely with the ISLHD Area Director of Research Governance, Chairs of the University's Ethics Committees, the Deputy Vice Chancellor (Research) and the Pro Vice Chancellor (Health and Medical Research).

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Manage all aspects of the research ethics portfolio including activities of: <ul style="list-style-type: none"> • University Ethics Policy Committee (UEPC) • Human Research Ethics Committees (HRECs): <ul style="list-style-type: none"> ▪ Health & Medical HREC ▪ Social Science HREC • Animal Research Ethics Committee (AEC) • Gene Technology Review Committee (GTRC) 	<ul style="list-style-type: none"> • Development and implementation of strategic plan for management of ethics portfolio • Oversee activities of HRECs, AEC and GTRC • Undertake periodic internal reviews and benchmarking activities to ensure processes and policies remain best practice • Provide secretariat support to committees as required 	40%	<input type="checkbox"/>
2.	Manage activities of Research Ethics team	<ul style="list-style-type: none"> • Monitor workflow & ensure KPIs maintained • Monitor response to enquiries (phone, email and correspondence) regarding ethics applications and review • Performance planners complete and reviews conducted annually for each 	20%	<input type="checkbox"/>

		<ul style="list-style-type: none"> position • Key requirements of each position achieved • Staff training and development undertaken 		
3.	Foster and maintain effective collaborative relationships with researchers and external bodies	<ul style="list-style-type: none"> • Establishment of strong networks with relevant organisations • Management of joint UOW/ISLHD research ethics partnership • Ensure regular contact between UOW Animal Facilities staff and AEC • Liaise with individual researchers and students • Participation in state/national workshops and initiatives including Australasian Ethics Network 	10%	
4.	Co-ordinate policy development and implementation for research ethics in liaison with members of relevant University Committees and working parties.	<ul style="list-style-type: none"> • Policy development to standardise review processes within the HRECs • Policy development in response to changes in state/federal policies and legislation governing research activities and to the emergence of new research areas/ methodologies • Provision of strategic advice and briefings to relevant client groups, including University Ethics Committees, University Research Committee, DVC(R), PVC(HMR), Research Services Office Director and wider university community, on policy developments and procedures in relation to relevant Committees 	5%	
5.	Co-ordinate development and implementation of processes to ensure compliance with regulatory frameworks for the ethical conduct of research involving humans, animals and genetically modified organisms.	<ul style="list-style-type: none"> • Interpret relevant legislation, regulations and guidelines • Establish and implement effective monitoring processes • Co-ordinate monitoring activities • Co-ordinate reports for 	5%	

		regulatory bodies and internal committees		
6.	Promote and contribute to the ethical culture of UOW and ISLHD	<ul style="list-style-type: none"> Information and support provided to researchers through development of educational material, workshops and seminars relating to ethical conduct in research (drawing, where appropriate on expertise in the committees) Production of research ethics educational resources for clients Disseminate ethics policies and information through targeted seminars 	5%	
7.	Manage ethics information systems (databases, filing systems, web pages, research performance reports)	<ul style="list-style-type: none"> Development and implementation of strategies to improve systems Development and maintenance of electronic ethics information sources (e.g., web pages) 	5%	
8.	Manage complaints raised across the Ethics portfolio in accordance with UOW ethics complaints policies.	<ul style="list-style-type: none"> Act as Complaints Officer for HREC through the ISLHD and UOW Co-ordinate responses to complaints about conduct of research involving animals and genetically modified organisms 	2%	
9.	Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
10.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
11.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Director, Research Services Office Pro Vice Chancellor (Health and Medical Research)
The position supervises the following positions:	Ethics Officers Ethics Assistants
Other Key Contacts:	Deputy Vice Chancellor (Research) Chair of University Ethics Policy Committee Chairs of Ethics Committees Area Director Research Governance, ISLHD Associate Deans of Research

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
ISLHD Research Governance Officer	Weekly
Area Director Research Governance, ISLHD	Quarterly
Sydney Universities Ethics Management Network	Bi-Monthly
OHMR, NSW Ministry of Health	Monthly
Associate Deans Research & Faculty Research Managers	Monthly

Key Challenges:

1. Capacity to provide strategic advice and feedback to applicants on their research ethics applications, interpret relevant legislation requirements and ensure compliance of applications.
2. Development and management of strategic relationships with key partners and agencies, and staff in University faculties across a range of disciplines to promote and advise on ethics management.
3. Establishment and maintenance of systems and processes to monitor compliance with relevant state and federal regulations, policy and legislation.
4. To achieve the unit’s strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of research ethics in university and/or health service environments.
- Demonstrated ability to manage multiple projects/work streams including the ability to set and achieve goals, meet deadlines and respond quickly to varied requests.
- Excellent written and verbal communication skills including a demonstrated capacity to liaise with individuals from a wide range of backgrounds at all levels.
- Leadership skills including demonstrated ability to manage a team to achieve common goals and objectives.

Desirable:

- Knowledge of University structure.

SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant degree and extensive relevant experience **or** an equivalent combination of experience/education/training.
- Experience in designing and implementing plans, procedures and processes for quality management and control of large volumes of material.
- Experience in providing executive and administrative support to committees.
- Experience in use of databases to collect and analyse data and report on performance.
- Experience in providing strategic advice and developing and implementing policy recommendations.

Desirable:

- Research experience, which may be from working as part of a team or postgraduate studies.
- Postgraduate qualifications or progress towards postgraduate qualifications.

Personal Attributes:

- Ability to take the initiative and exercise independent judgement.
- Ability to maintain confidentiality.

Special Job Requirements:

- Need for ongoing management and maintenance of routine tasks in a high volume environment.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____