

Research Ethics Project Officer
POSITION DESCRIPTION

Position Title:	Research Ethics Project Officer	Position Number: TBA	Faculty/Division: DVC&VP(R)
Classification:	HEO7	No. Direct Reports: 0 & Highest Classified Position: N/A	School/Branch: Research Branch
FTE: 0.5	Reports to: Manager, Office of Research Ethics, Compliance and Integrity	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: N/A
Position Summary:	<p>The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.</p> <p>The Research Branch is positioned within the Division of the Deputy Vice-Chancellor (Research) and assists the University in achieving its goal of international distinction by providing support and assistance to the University's Research community in relation to:</p> <ul style="list-style-type: none"> • research ethics and compliance administration • competitive research grant opportunities, applications and awards • research related reporting and data collections • research policy • general and strategic advice to researchers and research leaders <p>This position will provide support to the Research Branch's Office of Research Ethics, Compliance and Integrity (ORECI) during the implementation of a new Animal Ethics System in both the general management of the ethics applications and in project work undertaken by the Office. The Research Ethics Project Officer is expected to manage and oversee a specific range of duties and responsibilities of the Manager, ORECI while that person is engaged in the Animal Ethics System PROGRESS project as the Business Lead (approximately 0.5FTE).</p> <p>The Research Ethics Project Officer will work under limited direction and oversee specified activities related to the University's research ethics and compliance application processes, contributing to the development of the ethics and compliance web site and information systems and responding to queries from the research community. These activities may vary in number and extent, depending on changing requirements.</p> <p>The Research Ethics Project Officer is expected to provide advice, guidance and mentoring to team members to meet their objectives.</p>		
Position Characteristics:	Scope	Working under limited direction from the Manager, Office of Research Ethics, Compliance and Integrity, this position will provide administrative support to the University's research community in relation to ethics and compliance applications and relevant research ethics and compliance matters. Depending upon changing requirements of the PROGRESS project, the activities undertaken in this position may vary also.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • University Ethics Committees • University Faculties, Schools and Divisions • Ethics Applicants • External Accrediting Bodies • Teaching Hospital Research Secretariats • Legal & Risk 	

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	Special conditions		Some out of hours work may be required. Confidentiality. Reasonable workplace adjustments will be made for people with a disability.
	Delegations		None.
Key Responsibilities and Outcomes Describe the key responsibilities and outcomes required for the role in the normal course of work	1	Provide professional and specialist advice	<ul style="list-style-type: none"> ▪ Interpret relevant legislation, codes and associated guidelines and provide advice for developing University procedures and processes ▪ Assist in the development of the ethics and compliance web site, training materials and information systems ▪ Monitor compliance with regulatory and University policy requirements
	2	Support ethics and compliance committee activities	<ul style="list-style-type: none"> ▪ Assist ORECI ethics officers in setting direction for ongoing ethics and compliance application activities and prioritisation of development of processes ▪ Review, develop and implement administrative and committee processes ▪ Undertake administrative reviews of ethics applications, checking compliance, liaising with researchers and ensuring lodgement of applications for committee consideration as appropriate ▪ Oversee the management of records, statistics and reporting
	3.	Undertake project activities as directed.	<ul style="list-style-type: none"> ▪ Provide support to Business Lead (Animal Ethics) working on the Progress Project.
	4	Support Research Branch and DVC&VP(R) portfolio activities	<ul style="list-style-type: none"> ▪ Provide administrative support to committees and working parties as required ▪ Provide information and reports in relation to work of ethics and compliance committees ▪ Contribute within the Research Branch to the development, documentation, review and implementation of procedures
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Able to quickly prioritise conflicting demands and evaluate opposing arguments ▪ Plans ahead to ensure all tasks are completed ▪ Deals with conflicting demands quickly and calmly ▪ Delivers high quality output ▪ Motivates self and others to focused efforts to meet deadlines even in demanding timeframes
		Communication	<ul style="list-style-type: none"> ▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood ▪ Tailors communication style and delivery method to the level of the audience ▪ Knows the audience and identifies and uses this knowledge to build strategies to influence outcomes ▪ Is persuasive and confident in communicating ideas

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	Flexibility and Adaptability	<ul style="list-style-type: none"> ▪ Shows flexibility in coping with multiple and changing priorities ▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people ▪ Shows responsiveness to emerging issues ▪ Challenges the status quo by looking for ways to enhance efficiency and effectiveness
	Service Focus	<ul style="list-style-type: none"> ▪ Takes personal responsibility to resolve enquiries, requests or complaints
	Teamwork	<ul style="list-style-type: none"> ▪ Provides appropriate information, support and encouragement to enable successful task completion ▪ Supports team members to achieve their goals by sharing workloads ▪ Takes the initiative in progressing team goals ▪ Actively participates in team meetings through sharing ideas and contributing to discussions
	Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> ▪ Understanding of the University sector and of related structures and processes in a research-oriented field ▪ Demonstrated capacity to evaluate and interpret complex rules, policies and procedure ▪ Demonstrated experience in developing, implementing and improving processes and procedures. ▪ Demonstrated reliability in dealing with confidential matters ▪ Ability to use initiative and judgement ▪ Well developed (high level) written and verbal communication skill ▪ Demonstrated high level knowledge of standard office computer software, internet and database packages, and the ability to adapt quickly to changing IT environments ▪ Demonstrated capacity to undertake project activities individually and as a member of a team <p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience in ethics and compliance administration, including interpreting relevant rules, guidelines and legislation.
	Qualifications	<ul style="list-style-type: none"> ▪ A relevant degree with subsequent relevant experience or extensive experience and management expertise or an equivalent combination of relevant experience and/or education/training.
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
University Expectations		<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of

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	<p>Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</p> <ul style="list-style-type: none"> • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
Approvals:	<p>Head of School / Branch Manager Name: Simon Brennan Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position.</p> <p>Name: <i>(please print)</i> Signature: Date:</p>	