

**Research Ethics Officer  
Secretary, Animal Ethics Committee  
POSITION DESCRIPTION**

<b>Position Title:</b>	Research Ethics Officer Secretary, Animal Ethics Committee	<b>Position Number:</b> 3551	<b>Faculty/Division:</b> DVC&VP(R)
<b>Classification:</b>	HEO7	<b>No. Direct Reports:</b> 0 <b>&amp; Highest Classified Position:</b> N/A	<b>School/Branch:</b> Research Branch
<b>FTE:</b> 1.0	<b>Reports to:</b> Manager, Office of Research Ethics, Compliance and Integrity	<b>Fixed</b> <input type="checkbox"/> <b>Continuing</b> <input checked="" type="checkbox"/>	<b>Discipline/Unit:</b> N/A
<b>Position Summary:</b>	<p>The Research Branch provides administrative support services to the University's Research community in relation to research ethics and compliance administration, competitive research grant opportunities, applications and awards, research related reporting and data collections, research policy, and general and strategic advice to researchers and research leaders.</p> <p>The Research Ethics Officer provides administrative support in relation to the University's animal ethics obligations, including providing secretarial support to research ethics committees, sub-committees and review groups, the collection and submission of statistics to statutory bodies on behalf of the committees, management and maintenance of records, contributing to the development of the ethics processes, web site and information systems, and responding to internal and external queries.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	Working under limited direction this position will provide administrative and high level secretarial support services to the University's research community, in relation to animal ethics applications and relevant research ethics matters.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>• University Ethics Committees</li> <li>• University Faculties, Schools and Divisions</li> <li>• Ethics Applicants</li> <li>• External Accrediting Bodies including government agencies</li> <li>• Teaching Hospital Research Secretariats</li> <li>• Legal &amp; Risk</li> </ul>	
	<b>Special conditions</b>	<p>Some out of hours work may be required.</p> <p>Confidentiality.</p> <p>Reasonable workplace adjustments will be made for people with a disability.</p>	
	<b>Delegations</b>	Nil	

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<p><b>Key Responsibilities and Outcomes</b></p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Provide professional/specialist advice to ethics applicants	<ul style="list-style-type: none"> <li>▪ Be principal contact for committee members, researchers and accrediting agencies</li> <li>▪ Interpret and advise on ethics and related guidelines and legislation</li> <li>▪ Contribute to the development of the ethics web sites, training materials and information systems</li> <li>▪ Monitor compliance with regulatory and University policy requirements</li> <li>▪ Develop and maintain strong interactive links with key schools, centres, faculties, collaborative organisations and government agencies.</li> </ul>
	2	Support ethics committee activities	<ul style="list-style-type: none"> <li>▪ Oversee the receipt and processing of ethics applications</li> <li>▪ Check compliance, liaise with researchers and ensure lodgement of applications for committee consideration</li> <li>▪ Oversee management of records, statistics, central accrediting body liaison and reporting</li> <li>▪ Schedule meetings, prepare agenda documents and minutes</li> <li>▪ Work with committee members to deal with approval notifications, modifications and related queries as well as initiating and completing follow up actions</li> <li>▪ Liaise with the Secretary, Animal Ethics Committee (Medical) to ensure consistency and coordination of committee activities</li> <li>▪ Develop and review application and committee processes and implementation of ethics related policy</li> </ul>
	3	Support Research Branch and DVC&VP(R) portfolio activities	<ul style="list-style-type: none"> <li>▪ Provide high level administrative support to committees and working parties</li> <li>▪ Provide information and reports in relation to work of ethics committee</li> <li>▪ Contribute within the Research Branch to the development, documentation, review and implementation of procedures</li> </ul>
<p><b>Criteria</b></p>	<p><b>Capabilities and Behaviours</b></p>	<p>Achievement Drive</p>	<ul style="list-style-type: none"> <li>▪ Plans ahead to ensure all tasks are completed</li> <li>▪ Deals with conflicting demands quickly and calmly</li> <li>▪ Delivers high quality output</li> <li>▪ Motivates self and others to focused efforts to meet deadlines even in demanding timeframes</li> </ul>

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		<p>Communication</p>	<ul style="list-style-type: none"> <li>▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood</li> <li>▪ Tailors communication style and delivery method to the level of the audience</li> <li>▪ Knows the audience and identifies and uses this knowledge to build strategies to influence outcomes</li> <li>▪ Is persuasive and confident in communicating ideas</li> </ul>
		<p>Flexibility and Adaptability</p>	<ul style="list-style-type: none"> <li>▪ Shows flexibility in coping with multiple and changing priorities</li> <li>▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people</li> <li>▪ Shows responsiveness to emerging issues</li> <li>▪ Challenges the status quo by looking for ways to enhance efficiency and effectiveness</li> </ul>
		<p>Service Focus</p>	<ul style="list-style-type: none"> <li>▪ Takes personal responsibility to resolve enquiries, requests or complaints</li> </ul>
		<p>Teamwork</p>	<ul style="list-style-type: none"> <li>▪ Provides appropriate information, support and encouragement to enable successful task completion</li> <li>▪ Supports team members to achieve their goals by sharing workloads</li> <li>▪ Takes the initiative in progressing team goals</li> <li>▪ Actively participates in team meetings through sharing ideas and contributing to discussions</li> </ul>

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	<p><b>Knowledge and Experience</b></p>	<p>Essential</p> <ul style="list-style-type: none"> <li>▪ Substantial experience providing high-level administrative support, including servicing committees.</li> <li>▪ Experience in ethics and compliance administration, including interpreting relevant rules, guidelines and legislation.</li> <li>▪ Ability to use initiative and judgement with demonstrated reliability in dealing with confidential matters.</li> <li>▪ Demonstrated problem-solving skills and the capacity to evaluate and interpret complex rules, policies and procedures.</li> <li>▪ Well-developed written and verbal communication skills with experience providing advice to a diverse range of internal and external stakeholders.</li> <li>▪ Demonstrated high level knowledge of standard office computer software, internet and database packages, and the ability to adapt quickly to changing IT environments.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>▪ Understanding of the University sector and of related structures and processes in a research-oriented field.</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ A degree with at least four years subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>	<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;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.</li> </ul>	
<p><b>University Expectations</b></p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• 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 Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>• 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;</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• Read, understand and comply with all University policies and procedures.</li> </ul>	

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<b>Approvals:</b>	<b>Head of School / Branch Manager</b> <b>Name: Simon Brennan</b> <b>Signature:</b>  <b>Date:</b>	<b>Director Human Resources</b> <b>Name:</b> <b>Signature:</b>  <b>Date:</b>
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