

POSITION DESCRIPTION



Research, Innovation and Commercialisation
University Services

Animal Ethics Officer

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| POSITION NUMBER | 0030376 |
| PROFESSIONAL CLASSIFICATION STANDARD/SALARY | PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full Time (1 FTE) |
| BASIS OF EMPLOYMENT | Continuing |
| HOW TO APPLY | <p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p> |
| CONTACT FOR ENQUIRIES ONLY | <p>Sebastian Gimenez Tel +61 3 9035 4050 sgimenez@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

The Office of Research Integrity and Ethics provides guidance, education and training and support for ethical research, innovation and commercialisation.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Animal Ethics Officer serves as Secretary to at least one University Animal Ethics Committee (AEC) and supports the operations of other University AECs as required.

The position requires the incumbent to possess the ability to interpret and accurately apply general principles, University policies, legislation and related regulatory agency requirements to individual matters.

The position assists in the development and implementation of information resources and training programs related to animal ethics.

The incumbent assists with the creation, implementation, review and ongoing development of policies, guidelines and procedures relating to the use of animals in teaching and research.

The position supports the management of records and enterprise information systems pertaining to animal ethics.

Given the potential sensitivities of the subject areas involved in animal ethics the incumbent is expected to show discretion and maturity in the conduct of his/her work.

Reporting line: Senior Animal Ethics Officer

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- The Animal Ethics Officer will act as Secretary to at least one animal ethics committee (AEC) and supports the operations of other University AECs as required.
- Provide high level advice to committee chairs and committee members; act as the committee liaison officer with academic staff, research students and professional staff at all levels.
- Provide expert and well-timed advice and support to researchers and professional staff on complex matters that will require a general understanding of research procedures and methodology. This includes providing advice on regulatory requirements, committee processes, approved research/teaching projects and ethical issues as they relate to the use of animals in research and teaching.
- Maintain accurate and comprehensive records of animal ethics applications using the University's enterprise system or other University records management systems as the depository.
- Contribute to the development, organisation and presentation of training material relating to animal research ethics, including participation in seminars and workshops for committee members, academic staff and research students.

- The Animal Ethics Officer will correspond with researchers about decisions of the committee, and aim to resolve everyday conflicts that may stem from the exchange of information between committees and researchers.

Selection Criteria:

Education/Qualifications

1. The appointee will have: A degree, preferably in the sciences, with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in administrative fields; or equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Experience and demonstrated achievement in committee servicing and support.
4. Well-developed oral and written communication skills including the ability to write accurate and concise minutes; prepare careful responses reflecting committee decisions on complex issues; prepare advisory notes; deal with a wide range of people and convey complex and confidential information in a sensitive yet clear manner.
5. The capacity to prepare and deliver training material and information sessions to people from a range of backgrounds.
6. Demonstrated organisational ability that illustrates effective time management and careful attention to detail.
7. Demonstrated ability to provide high level advice to client groups, involving the ability to interpret policies and regulatory requirements.
8. The ability to recognise possible points of concern or contention, and to assess how these can be most effectively handled, including the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues.
9. Proven ability to thrive in a changing and fast paced environment.

Other job related information:

Occasional work out of ordinary hours and travel.