



## POSITION DESCRIPTION

Research Ethics and Integrity  
Research Innovation and Commercialisation

### Biological Compliance Officer

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| <b>POSITION NO</b>                | 0045437  |
| <b>CLASSIFICATION</b>             | HEW 7  |
| <b>SALARY</b>                     | \$88,171 - \$95,444 p.a.   |
| <b>SUPERANNUATION</b>             | Employer contribution of 17%   |
| <b>WORKING HOURS</b>              | Full-time (1 FTE)  |
| <b>BASIS OF EMPLOYMENT</b>        | Continuing   |
| <b>OTHER BENEFITS</b>             | <a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>  |
| <b>HOW TO APPLY</b>               | Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number. |
| <b>CONTACT FOR ENQUIRIES ONLY</b> | Dr Lynda Boldt<br>Tel +61 3 9035 7412<br>Email <a href="mailto:lynda.boldt@unimelb.edu.au">lynda.boldt@unimelb.edu.au</a><br><i>Please do not send your application to this contact</i>  |

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

## ***Position Summary***

As the Biological Compliance Officer, you will be part of a small dynamic team at The University of Melbourne which specialises in BioRisk Management activities covering the safe use of potentially hazardous biological agents and regulated biological materials in research and teaching.

You will have relevant experience, knowledge, maturity and an ability to apply standards and regulations to the higher education sector. You will use your highly developed communication skills to assist with the implementation and delivery of University-Wide resources and training programs for a wide range of people including academic and professional staff and students.

The regulation of research involving the use of biological agents is intensifying. You will be expected to contribute to management programs that ensure the University maintains compliance with new and modified regulatory requirements and standards. As Biological Compliance Officer you will contribute to the University's strategic goal to uphold the highest standards of ethical conduct and compliance and to the protection of its reputation.

A key responsibility of this role is to advise university staff and researchers on the relevant university policies and procedures, Commonwealth and State Legislative and Regulatory requirements, relevant Australian Standards, and the reporting processes required by regulatory bodies and the University.

The position reports to the Gene Technology and Biosafety Officer and will work closely with the Biosafety and Biosecurity Officer and other members of the Research Ethics and Integrity Team.

### ***1. Key Responsibilities***

- ▶ Contribute to the effective implementation of continuous improvement activities relating to university research and teaching activities involving potentially hazardous biological agents and regulated biological materials
- ▶ Assist the BioRisk Management team with the provision of specialist advice to the university research community regarding the use of potentially hazardous biological agents and regulated biological materials
- ▶ Provide administrative assistance to ensure the effective operation of committees and meetings coordinated by the Gene Technology and Biosafety Officer and Biosafety and Biosecurity Officer
- ▶ Contribute to the administration and implementation of policies and processes that cover potentially hazardous biological agents and regulated biological materials
- ▶ Assist with the administrative processes and central database maintenance for gene technology, biosafety, biosecurity and associated containment facilities
- ▶ Participate in the inspections of approximately 170 biological containment facilities and prepare reports as required
- ▶ Assist in facilitating the pre-review of applications submitted to the University of Melbourne Institutional Biosafety Committee to conduct research involving the use of genetically modified organisms and high risk infectious agents
- ▶ Maintain records of communication between Research Ethics and Integrity and clients (project supervisors, regulatory agencies)
- ▶ Handle sensitive and confidential information with discretion
- ▶ Communicate with department managers and research groups on matters relating to research or teaching that involve the use of hazardous biological agents and regulated biological materials

- ▶ Assist with the development and delivery of training and education materials for a broad audience including academic and professional staff
- ▶ Contribute to the preparation of reports and submissions to stakeholder consultations, Chancellery, and University Services divisions
- ▶ The incumbent will be a member of Research Ethics and Integrity team, which includes colleagues responsible for the administration of Animal Ethics, Animal Welfare, Human Research Ethics, Research Integrity, Export Controls and Clinical Trials. As such the incumbent is expected to be an active member of the team to support the research enterprise at The University of Melbourne

### 1.1 SPECIAL REQUIREMENTS

- ▶ Prior to appointment, the incumbent will be required to undergo a National Health Security Check. Employment is conditional on a satisfactory outcome
- ▶ During peak periods leave will not normally be approved and additional work outside of normal business hours may be required
- ▶ The position is located at the Parkville campus however there may be occasional work which requires visiting other University campuses

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A degree, preferably in a biological science, and relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Experience and demonstrated achievement in a similar role in a large university or research organisation with experience working in a laboratory and building relationships with stakeholders
- ▶ Excellent oral and written communication skills including the ability to prepare and deliver effective training material to a broad range of people, including research staff, students, and managers
- ▶ Demonstrated ability to work effectively as a member of a small professional specialist team, handle sensitive and confidential issues maturely and discreetly
- ▶ Demonstrated provision of accurate and high-quality advice that interprets and discusses policies and regulatory requirements

### 2.2 DESIRABLE

- ▶ Knowledge of or demonstrated capacity to understand and interpret the legislation, regulations and standards that impact research involving biological agents (such as the Gene Technology Act 2000 (Cth), Biosecurity Act (2015) (Cth), Defence Trade Controls Act 2012 (Cth), National Health Security Act 2007 (Cth) and the relevant Australian/New Zealand Standards)

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Biological Compliance Officer is expected to show initiative in developing solutions to problems or challenges that emerge. The incumbent will seek guidance and consult with the Gene Technology and Biosafety Officer and Biosafety and Biosecurity Officer particularly for matters involving interpretation of new policies or requirements or for complex matters that may impact on University-wide initiatives or operations.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Biological Compliance Officer will provide guidance to research staff and students and will be expected to interpret existing policies and regulations as well as assisting with the implementation of new processes as needed. Advice given by the incumbent will impact on areas outside of the immediate work area and therefore requires considerable judgement to be exercised in deciding an appropriate course of action. The University research environment is dynamic, and there are often changes to the regulations that govern research in this area. The incumbent will need to respond appropriately to these changes to ensure that University remains compliant.

He/she will be involved in handling complex problems, within a broad policy framework, that will require excellent interpersonal and communication skills with stakeholders and the ability to judge the correct application of policy. The incumbent will handle sensitive and confidential matters and, therefore, when dealing with problems or conflicts the position calls for tact and discretion.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires knowledge of University as well as Commonwealth and State legislative requirements pertaining to the use of biological agents. Through policy implementation and training and educational activities, the Biological Compliance Officer should work to implement best practice where it is applicable and appropriate.

### 3.4 BREADTH OF THE POSITION

The Biological Compliance Officer is responsible for efficient time management and effective use of work resources without compromising quality. He/she will need to multi-task and to manage his/her own time effectively. The nature of the work conducted by the University in this area is sometimes sensitive. These 'information resources' must be effectively managed, with discretion.

## ***4. 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 strive for excellence and reach the targets of Growing Esteem.

## ***5. Occupational Health and Safety (OHS)***

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

The Research Ethics and Integrity team plays a vital role in protecting the University's reputation. The team manages the processes and systems that ensure the highest ethical and integrity standards are maintained with respect to the conduct of our research. The Research Ethics and Integrity team also plays an educative role, assisting the academy, for example, with ethics application guidance, conflict of interest advice and research best-practice seminars. Critically, the team also investigates allegations of research misconduct, ensuring the University maintains the highest standards.

### **6.2 BUDGET DIVISION**

Research Ethics and Integrity is a division within Research, Innovation and Commercialisation (RIC), a portfolio of University Services. RIC was established to improve the provision of comprehensive research support services to the University's research community, including administration of grants and contracts; navigating complex compliance, regulatory and policy frameworks; protecting and licensing research outputs; and engaging with business, industry and government.

### **6.3 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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

#### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning

of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## **6.5 GOVERNANCE**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>