

POSITION DESCRIPTION



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Associate Director, Research Ethics

POSITION NUMBER	0049223
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Salary negotiable
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	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.
CONTACT FOR ENQUIRIES ONLY	Elise Grosser Tel +6190359755 Email elise.grosser@unimelb.edu.au <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

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>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

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.

RIC provides services in four core areas, all of which overlap and are delivered in an integrated manner to researchers and research partners:

- Research and Enterprise Development supports the successful delivery of large, mission-focused complex, non-competitive grant and the new MRFF schemes, interdisciplinary research and enterprise initiatives involving multiple parties e.g. industry, granting bodies, advocacy groups, government. Major current focus areas are the new MRFF scheme, Melbourne Connect precinct development (and subsequent precinct developments) and developing a clear front-door canvassing new top-down industry partner relationships. The team also provides support for Chancellery-lead strategic initiatives.
- Major Initiatives, Contracts and Grants (MICG) supports the submission of grant proposals (Idea to Proposal) to a wide range of funders (NHMRC, ARC, MRFF, NIH, etc.). In addition, it offers specialised support for large grants such as ARC Laureates, NHMRC Centres of Research Excellence and Co-operative Research Centres. MICG also administers a number of researcher development and opportunity schemes on behalf of the University/DVC(R). In post-award (Contract to Output), MICG helps negotiate and sign contracts for research for both grants and non-grants, sets up research projects in our research management and financial systems and submits nonfinancial reports to funders on behalf of our researchers.
- Business Development and Innovation supports the development of a vibrant research, enterprise, professional education and innovation opportunities pipeline, supports academics in engagement with external industry partners, assesses technologies for IP protection, development and translation, drives a culture of innovation and commercialisation across UoM, and manages IP, licensing and equity portfolios. The team seeks to connect the dots across Faculties, clusters and market sectors from multiple academic CI engagements, to present UoM capabilities in industry friendly ways and broaden and deepen industry partnerships. •
- The Office of Research Ethics and Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with Chancellery and Academic Divisions to support multiple key areas of governance and oversight: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls and autonomous sanctions, quality assurance and clinical trials.

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.

ABOUT THE ROLE

Position Purpose:

The Associate Director Ethics role is a new position created to lead and manage the animal ethics and human ethics functions with the Director, Office of Research Ethics and Integrity (OREI), at the University of Melbourne. Working closely with the Director, this position will oversee the development, implementation, and continuous improvement of animal and human research ethics as a shared service. The aim of this service is to ensure the University's commitment to the responsible conduct of research is effectively supported. The shared service represents a change in the delivery of ethics support, education and review. Key functions of the new service will include dedicated expert teams to support a) peer review and committee review; b) education and training; and c) monitoring, audit, and assurance services. In addition to providing outstanding leadership to the teams, the incumbent will proactively develop and implement innovative approaches to performance analysis and reporting and strategies to ensure a focus on service excellence and continuous improvement in service delivery.

The incumbent will develop and maintain close working relationships with stakeholders in the central research portfolios and within faculties, as well as those external to the University. They will consult widely with the University of Melbourne research community to achieve high client satisfaction, work collaboratively with other support functions in the research portfolio, and effectively lead and manage staff resources.

Through their leadership and management, they will build and enhance the capacity of the research ethics function to support educational programs and build capability in the ethics team and beyond.

Reporting line: Director, Office of Research Ethics and Integrity

No. of direct reports: 4

No. of indirect reports: 20 to 30

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: Whole of University stakeholders: Deans, Heads of Schools, Associate Deans Research, Faculty Research and Facilities Managers and Directors, OREI direct/indirect reports and other teams, all Animal Ethics Committees and Human Ethics Committees, which include senior academics, members of the public.

External stakeholders: External Committee members/chairs, equivalent level regulators at state, commonwealth and overseas departments, e.g. DJPR, NHMRC, NIH, MACH partners.

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:

- Provide high level strategic advice to the Director, OREI on complex issues relating to the governance of animal and human research ethics review.
- Engage, influence and inform University research stakeholders on the strategic direction, policies and guidelines to ensure the positive uptake of animal and human research ethics review compliance.
- Develop effective partnerships and alliances with key internal stakeholders and facilitate their contribution to the ongoing management and maintenance of the University's research ethics review framework, solutions, policies and service catalogue.
- Plan, design and deliver programs that support business effectiveness and innovation including analysing, evaluating and recommending new technology and process solutions that can enhance/complement the portfolio programs and outcomes.
- Lead and oversee the operational implementation of policy and process components of the Commonwealth and State regulatory frameworks and resulting University regulatory framework, through the design and delivery of annual reporting, approved research monitoring and audit, and issues resolution.

- Oversee the delivery of training and education on animal and human research ethics review with the aim to enable high-quality research and reduce occurrences of non-compliance.
- Lead a team of specialised professionals to deliver on portfolio goals, imparting a culture of clear goals and responsibilities and supporting the team to continuously grow professional skills, customer service and partnering capability.
- Undertake business planning and budget management for strategic projects within Research Innovation and Commercialisation.
- Advise the Director, OREI of incoming complaints, serious adverse events and possible non-compliance and how they relate to active protocols, including oversight of initial responses.
- Play a significant role in the OREI Leadership Team, including attendance and active contribution at weekly meetings and ongoing collaboration to find common solutions.
- Undertake other responsibilities as required from time to time by the Director, OREI to support research ethics, integrity and compliance, and deputise for the Director, OREI in their absence.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a postgraduate qualification in a relevant discipline and/or equivalent mix of education and significant relevant experience.

Knowledge and skills:

2. Demonstrate the COO values of: University First, by acting in the best interest of your employer; Service Excellence, by striving to deliver beyond expectations and taking ownership of delivery; and One Team, by working collaboratively, connecting with people and building relationships in your workplace.
3. Extensive relevant experience within a large, complex organisation (preferably within the higher education sector) in governance, developing actionable and pragmatic solutions for risk management, policy and process within a regulatory framework.
4. Demonstrated ability to proactively build and manage relationships with internal and external stakeholders and communicate with influence, including providing high-level advice to senior stakeholders.
5. Demonstrated ability to exercise initiative and independent judgement, including the ability to deal with sensitive information discreetly, and apply analytical, creative problem-solving and strategic planning skills.
6. Highly developed leadership skills and experience managing teams of specialised staff providing services in a fast-paced and complex compliance environment.
7. Demonstrated experience within a change management environment, preferably leading a team through change and implementing a culture of service excellence and continuous improvement.