

# POSITION DESCRIPTION



THE UNIVERSITY OF  
MELBOURNE

Choose an item.  
Chief Operating Officer Portfolio

## Biological Compliance Advisor

<b>POSITION NUMBER</b>	0059605
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UoM 7 \$106,432 – \$115,211 per annum
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term available for 12 Months
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Lisa van Duin Tel +61 466 233 924 Email <a href="mailto:lisa.vanduin@unimelb.edu.au">lisa.vanduin@unimelb.edu.au</a> <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)

## **ACKNOWLEDGEMENT OF COUNTRY**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## **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, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

### **RESEARCH INNOVATION AND COMMERCIALISATION**

This role is located in the Office of Research Ethics & Integrity (OREI), a business area within Research, Innovation and Commercialisation (RIC).

The Office for Research Ethics and Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, bio-risk management, animal welfare and export controls.

### **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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## **ABOUT THE ROLE**

### **Position Purpose:**

As a Biological Compliance Advisor, you will be part of a small dynamic team at The University of Melbourne that specialises in Biorisk Management activities covering the safe and secure use of hazardous biological agents and regulated biological material 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 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 a comprehensive Biorisk Management Program that ensures the University maintains compliant with new and established regulatory requirements and standards. Biological Compliance Advisors 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 processes, Commonwealth and State legislation and regulations, as well as Australian Standard requirements. To be successful in this role, you will have strong problem-solving skills and be passionate about supporting research, continual improvement, and have a proven record of influencing and engaging others. Your customer-centric focus will ensure that you build strong working relationships, advising and consulting stakeholders as required.

The position reports to the Biorisk Manager and works closely with members of the Biorisk Management Team as well as other members of the Office of Research Ethics and Integrity.

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

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:

- Contribute to the effective implementation of continuous improvement activities relating to university research and teaching activities involving hazardous biological agents and regulated biological material
- Provision of specialist advice to the university research community regarding the use of hazardous biological agents and biological material
- Provision of administrative support to ensure the effective operation of Biorisk Management related committees and meetings
- Contribute to the administration and implementation of policies and processes that cover hazardous biological agents and biological material
- Support administrative processes and central database maintenance for gene technology, biosafety, biosecurity and associated biocontainment facilities
- Coordinate and conduct inspections of approximately 200 biological containment facilities and prepare reports as required
- *Conduct 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 biological agents*
- Maintain records of communication between the Office of 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 biological material
- *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 the Office of Research Ethics and Integrity, 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
- Such other duties as directed by the Director, Office of Research Ethics and Integrity

### Selection Criteria:

#### Education/Qualifications

The appointee will have: A degree, preferably in a biological science, and relevant experience, or an equivalent combination of relevant experience and/or education/training

#### Knowledge and skills:

1. Experience and demonstrated achievement in a similar role in a university or research organisation, building relationships with stakeholders

2. Experience working in a laboratory or other type of containment facility
3. 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
4. Demonstrated ability to work effectively as a member of a small professional specialist team, handle sensitive and confidential issues maturely and discreetly
5. Demonstrated provision of accurate and high-quality advice that interprets and discusses institutional and regulatory requirements
6. Knowledge of or demonstrated capacity to understand and interpret the legislation, regulations and standards that impact research involving biological agents including genetically modified organisms (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)

**Other job-related information:**

- 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
- Employment in this position is conditional upon reception and maintenance of a Working With Children Check