

POSITION DESCRIPTION



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Research Ethics Advisor

POSITION NUMBER	0050640
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 7 - \$106,432 - \$115,211 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	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	Mark Li Email mark.li1@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

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

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 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 including: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls, 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 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:

The University of Melbourne is investing in Ethics. In 2020, the Research Ethics Adviser role was established as part of the new Ethics Shared Service (ESS) model introduced to OREI, with the aim to support researchers with the design of their ethics applications at an early stage. Every year ~500 animal ethics applications are submitted to Animal Ethics Committees for approval. The REA will draw on their research and ethics experience to enhance the quality of these applications. In doing so, the successful applicant will gain a unique insight on leading research practices, and work in collaboration with researchers, students and ethics committees to protect and enhance the University of Melbourne's reputation.

The REA provides advice, support and mentoring to assist researchers, students and external UoM affiliates, by completing a pre-submission assessment of animal research ethics applications. The objective of the pre-submission assessment is to improve the quality of the application, before formal review and decision by the relevant Animal Ethics Committee (small laboratory and/or large/exotic animals).

In addition to providing mentoring and support to University researchers, students and affiliates, the REA interfaces with the Animal Ethics Committees, Animal Care and Use Advisors, Animal Ethics Officers and other staff within the Office of Research Ethics and Integrity, to play an integral role in ensuring quality control and compliance within the animal ethics framework.

Reporting line: Manager, Animal Ethics

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: REAs will align to support research presented to an Animal Ethics Committee or Committees. Animal Committees span the MDHS and Science Faculties.

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:

- Critically evaluate complex scientific concepts and proposals against established ethical frameworks and legislation to assess the suitability of an application to be submitted to the Animal Ethics Committee.
- Provide constructive feedback to researchers and students to improve application quality prior to review by an Animal Ethics Committee.
- Ensure application feedback is consistent and identifies any deviation from regulatory, legislative and UoM policy standards.
- Provide guidance to researchers or students to ensure their proposal is aligned to committee expectations and ethical standards.
- Provide coaching, training and mentoring to researchers to develop application writing skills, ethics knowledge and a thorough understanding of guidelines, policies and legislation to assist in increased quality of animal ethics submissions.
- Provide a written assessment of each animal ethics application and record all feedback in the ethics application system (Infonetica Ethics Review Manager).
- Complete pre-submission reviews within a timely manner aligned with the Animal Ethics Committee meeting schedule.
- Provide assistance to researchers and students in responding to issues identified by the Animal Ethics Committee and facilitate communication between their Academics Divisions and the Committee.
- Contribute to the development and refinement of the UoM policies on animal research ethics.
- Promote responsible and ethical research culture across UoM.
- Contribute to the continuous business improvement of the Ethics Shared Service by providing essential support to the Manager, Animal Ethics and Directorates of OREI when required.

Selection Criteria:

Education/Qualifications

1. The appointee will have: A postgraduate degree in a scientific discipline with relevant experience or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

1. Demonstrated experience in conducting research or teaching using animals.
2. Experience in the performance of peer review of scientific publications and associated application documents.

3. Significant knowledge relating to the principles and conduct of ethical research, external regulatory frameworks (i.e. Victorian Prevention of Cruelty to Animals Act 1986 (POCTA Act), Australian Code for the care and use of animals for scientific purposes 8th edition 2013)
4. Ability to critically evaluate complex scientific concepts and proposals against established ethical frameworks and legislation.
5. Demonstrated ability to provide mentorship and guidance to key stakeholders in the interest of developing ethical research and producing high-quality research outcomes.
6. Passionate and commitment to the promotion and development of high-quality and ethical research at UoM
7. High-level analytical skills and performance improvement track record.
8. Advanced written and verbal communication skills.
9. Strong organisation skills and attention to detail.

Other job related information:

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
- ▶ Occasional work out of ordinary hours, travel.