

Position Description- Coordinator, Research Governance and Ethics

Position Details

Position Title:	Coordinator, Research Governance and Ethics
Position Number:	
College/Portfolio:	Research & Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7 (Salary Schedule: https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full)
Employment Type:	Ongoing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 15,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community.

Our three campuses in Melbourne are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

In the 2019 QS World University Rankings RMIT is ranked 250th and is also ranked 21st globally in the QS Top 50 under 50 which ranks universities under 50 years old. RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and Times Higher Education.

In the 2018 QS Rankings by Subject, RMIT is 11th in the world (highest ranked in Asia Pacific) in Art & Design, and 26th in Architecture & the Built Environment. We are also among the world's top 100 universities in Engineering (including in Civil & Structural; Electrical & Electronic and Computer Science & Information Systems); Accounting & Finance; Business & Management Studies; Communication & Media Studies. The 2018 Shanghai Rankings' Global Ranking of Academic Subjects echo RMIT strengths in Engineering & Technology and the subject areas as highlighted by QS Rankings by Subject.

Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

The Coordinator, Research Governance and Ethics will work within the RMIT Research & Innovation team and with the Colleges and other relevant functions, to support the ethical and responsible conduct of research and compliance with all statutes, regulations and codes (including the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, the Autonomous Sanctions Act 2011, the Defence Trade Controls Act 2012, NHMRC and ARC institutional policies, RMIT Policy and other relevant requirements).

The incumbent will support and provide high-level governance advice and support as required to RMIT researchers and relevant committees, including the College Human Research Ethics Advisory Network. The incumbent will also facilitate related training and lead continuous improvement initiatives (including investigative projects, refinements to business procedures and development of case studies) to support the development and implementation of policies, procedures and practices which foster a culture of responsible conduct of research practice at the School/College levels and across RMIT.

Reporting Line

Reports to: Manager, Research Governance and Ethics

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

- Develop and maintain a strong working knowledge of the principles and practices set out in Australian codes, statutes and regulations relevant to responsible conduct of research, with a focus on human research ethics, governance and implications for research disciplines represented in the Colleges.
- Support and provide specific technical and procedural advice to researchers, professional staff, as well as research ethics review bodies and governance structures across the University, including the College Human Ethics Advisory Network. This will involve providing high-level written and verbal advice, supporting committee meetings and out-of-session business, managing related correspondence and communications, report preparation, independent data collection and analysis, development of benchmarking and business cases.
- Support the development and refinement of research governance and ethics related policy, procedures and processes at RMIT, including contributing to any related internal and external consultations.
- Manage the human research ethics business process for Colleges and other review bodies as required, to ensure business is considered, progressed and outcomes decided and communicated efficiently and professionally, including:
 - Providing support and advice to researchers in preparing applications as needed;
 - Completing governance checks of applications and other business;
 - Coordinating ethics reviews of applications and other business, as required;
 - Ensuring that decisions are transparent, consistent, documented and promptly communicated; and
 - Monitoring approved projects for compliance and ensuring reporting requirements are met.
- Manage related research governance and ethics information and records, including maintenance of relevant databases, files, and online content.
- Develop research governance and ethics education and training materials and support the organisation and facilitation of related education and training events.
- Liaise closely with RMIT staff and staff of external agencies on matters pertaining to the governance, management and administration of research and human research ethics, including compilation of reports and support to audits or other compliance activities.
- Actively contribute to implementation of RMIT strategy related to research and research training, as well as related business improvement initiatives directed towards customer service excellence.
- Undertake other research support related duties as directed by the Manager, Research Governance and Ethics.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Demonstrated working knowledge of research governance and ethics, including relevant Codes, statutes, guidelines and regulations, and the ability to interpret, apply and explain these to researchers, ethics reviewers and other stakeholders.
2. High level of commitment to service excellence, including a preparedness to proactively engage with stakeholders and persist with complex issues to achieve timely resolution.
3. Strong interpersonal, influencing and negotiating skills, including the ability to communicate effectively, both verbally and in writing, with people at multiple levels (internal and external to RMIT) in a tactful, professional and co-operative manner. Due to the confidential and sensitive nature of information handled by this position, the demonstrated ability to maintain confidentiality and to use discretion wisely is essential.
4. Demonstrated experience in the provision of high-level support and technical advice to governance structures and committees, preferably in a research and/or tertiary education environment.
5. Demonstrated ability to organise, prioritise and complete multiple tasks set by different people, to a high standard whilst meeting timelines.
6. Demonstrated analytical and problem-solving skills and an ability to develop and implement innovative and creative solutions.

7. Proven ability to work effectively as a member of a team, as well as autonomously, with an emphasis on service excellence and continuous improvement.
8. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

Qualifications

A tertiary qualification in a relevant area and substantial relevant work experience.

Desirable:

A postgraduate qualification in a relevant discipline.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Jane Holt Title: Executive Director, Research Strategy and Services Date: May 2019
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