



Animal Ethics Compliance Manager

Department/Unit	Monash Research Office
Faculty/Division	Office of the Vice-Provost (Research)
Classification	HEW level 9
Work location	Clayton campus
Date document created or updated	February 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Senior Vice-Provost and Vice-Provost (Research)** makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the *Australian Code for the Responsible Conduct of Research*; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The mission of **Monash Research Office (MRO)** is to facilitate the University's research objectives and it does this through an active program of identifying and developing funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards, ensuring appropriate clearances and providing statistical research data. To learn more about us and the work we do, [please visit our website](#).

Position purpose

The Animal Ethics Compliance Manager (AECM) is responsible for establishing and implementing the University procedures to facilitate institutional compliance with the Australian code for the care and use of animals for scientific purposes (The Code) and the related legislation and guidelines. This role, within the Monash Research Office, will monitor and audit university wide compliance with the Code, including Animal Ethic Compliance activities, Licence Nominees responsibilities, Animal Operations at Monash Animal Research Platform (MARP), the Animal Welfare Officer responsibilities, the new Veterinary Welfare Officer, and researcher's activities involving animals.

The AECM provides expert advice to the University research community by working with researchers to ensure compliance with legislative requirements when conducting research involving the use of animals or animal tissue. In addition, the AECM conducts monitoring of Animal Ethics Committee (AEC) operations and adherence to relevant legislation and policy and monitoring of researchers' conduct of animal ethics protocols approved by Monash AECs. In doing so, it is key to the incumbent's success that they maintain strong links with the regulators.

The position is also accountable for ensuring there is adequate secretarial capacity to support the effective operation of the Monash AECs and, with such central expertise, ultimately reduce the University's exposure to legal compliance issues.

Reporting line: The position reports to Manager, Research Ethics and Compliance under broad direction, working with a considerable degree of autonomy

Supervisory responsibilities: The AECM supervises the activities of four staff in the Animal Ethics Office

Financial Delegation: Not Applicable

Budget Responsibilities: Not Applicable

Key responsibilities

1. Develop and implement an ongoing auditing/monitoring compliance assurance framework to ensure operational compliance, of both Animal Ethics Committees and Monash researchers, with the Australian code for the care and use of animals for scientific purposes ('the Code') and approved protocols
2. Identify issues/risks and undertake research, develop options and provide expert advice to senior management, Licence Nominees, and AECs on highly complex matters regarding federal and state legislation and codes of practice
3. Educate the Monash research community, AEC members and License nominees of their obligations under 'the Code' in a range of forums, focusing on continual improvement based on learnings from monitoring activities to keep knowledge current and ensure compliance with policy, legislation and best practice
4. Lead and manage the AEC secretariat team, including developing, coaching and mentoring staff, managing performance and encouraging excellence and continuous improvements in service delivery
5. Oversee and manage the University's administrative processes and central database repositories for research involving the use of animals which includes maintenance of Monash License and permits to be used by Monash researchers when conducting research both within Victoria and interstate, ensuring appropriate traceable document trails and records are maintained
6. Liaise with the Veterinary Welfare Officer on monitoring animal health, and monitoring adherence to Standard Operating Procedures by staff performing animal husbandry functions
7. Lead and oversee the preparation of specialised reports, correspondence, recommendations and advice for senior management on highly complex issues with wide impact
8. Direct and deliver significant strategic projects, development and review of policy and procedure, and complex compliance and quality processes relevant to the Code
9. Initiate, develop and maintain excellent relationships and strong partnerships with all stakeholders including regulatory authorities, Monash University administrative divisions, faculties and researchers by attending consultation sessions, stakeholder forums, preparing submissions to calls for public consultation and disseminating information from agencies to Monash stakeholders as appropriate

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - relevant postgraduate qualifications and extensive relevant experience; or
 - extensive management experience and proven management expertise; or
 - an equivalent combination of relevant experience and/or education training

Knowledge and Skills

2. Accreditation for auditing certified ISO systems or demonstrated experience in auditing/monitoring approved activities and facilities against defined criteria or Australian standards
3. Comprehensive knowledge of Australian law relating to research activity involving the care and use of animals including housing facilities
4. Excellent research, analytical and consulting skills, including the ability to devise practical solutions to complex issues and to act independently and use initiative within the overall context of animal ethics and its application
5. Superior interpersonal communication skills in order to interact effectively with a range of stakeholders and agencies, with the ability to provide authoritative advice and effectively translate and present complex concepts and information clearly and appropriately

6. Demonstrated ability to work autonomously and cooperatively in a team environment and foster a culture of focussed service and continuous improvement
7. Outstanding relationship management and consulting skills including the ability to engage with a broad range of internal and external stakeholders, influence and negotiate at the highest levels
8. Extensive experience in leading, motivating and developing a team of professionals to achieve strategic objectives
9. Advanced computer literacy, particularly with current business management software packages and their various application capabilities and the ability to present information in a variety of formats including written, graphical and tabulated forms
10. An understanding of committee procedures

Other job-related information

- Travel to other campuses of the University will be required
- There may be peak periods of work during which taking of leave may be restricted
- Current satisfactory National Police Records Check

Legal compliance

Ensure you are aware of and adhere to legislation and university policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.