POST APPROVAL MONITORING OFFICER

DEPARTMENT/UNIT  Monash Research Office

FACULTY/DIVISION  Office of the Vice-Provost (Research)

CLASSIFICATION  HEW Level 6

WORK LOCATION  Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Provost and 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 Post Approval Monitoring Officer provides a range of high-level administrative services to monitor investigator compliance with Animal Ethics Committee approved protocols, University Policy, Procedures and Business Processes and relevant Regulations. This includes supporting the Monash Research Office, Research Ethics and Compliance team by planning and undertaking a range of audit activities and submitting written reports and recommendations on the outcomes to the responsible Animal Ethics Committee. The position also
undertakes a variety of general administrative duties to meet the operational demands of the Research Ethics and Compliance team in meeting legislative compliance requirements.

The Post Approval Monitoring Officer operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to Animal Ethics Compliance Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

### KEY RESPONSIBILITIES

1. Plan, implement and manage a range of complex administrative tasks including scheduling, conducting and producing reports on post approval monitoring activities and supporting committees in accordance with agreed standards and timeframes

2. Deliver high-level and effective service to both Ethics Committees and the Monash Research community, including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements

3. Actively participate in, develop and implement continuous improvement activities relating to practices/protocols, quality assurance standards and customer service excellence

4. Undertake the collection, input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports

5. Provide sound and timely specialist advice and support to other staff, clients and stakeholders in areas of administrative and service responsibility

6. Contribute to and support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting

7. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery

### KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Demonstrated experience in auditing/monitoring approved activities and facilities against defined criteria or Australian standards

3. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems

4. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

5. A strong commitment to excellence in customer service and a hands-on approach to service provision

6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
7. Strong analytical and problem-solving skills

8. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues

9. Highly developed computer literacy, including experience using business software such as Microsoft Office and Web based applications

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- The incumbent will be required to hold a current Police 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.