

Position Description

Ethics Advisor (Human Ethics)

Position No:	50143920
Department:	Office of the Deputy Vice Chancellor (Research)
School:	Research Office
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Continuing, Full Time
Position Supervisor:	Manager Ethics, Integrity and Biosafety-
Number:	
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/researchers/research-office>

For enquiries only contact:

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Position Context

The **Research Office** supports La Trobe University researchers, senior executive, academic leadership the Graduate Research School, two Colleges and Central & Support Services to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners - funding bodies, industry, government, and regulatory authorities.

The **Ethics, Integrity and Biosafety Team** of the Research Office at La Trobe University provides holistic ethics, integrity and biosafety advice, support and service to researchers and to Committees to facilitate the ambitious University research performance targets and aligns with the core objective for "Research Excellence" in the La Trobe Strategic Plan. As well as supporting the five University Ethics Committees and their Chairs, it delivers pro-active ethics, integrity and biosafety training and education for researchers in conjunction with other University Divisions and Teams. It provides expert advice to researchers, key research stakeholders and to the wider university regarding complex research applications and new policy and legislative requirements. It is responsible for the scoping, planning and implementation of a new ICT solution with improved, streamlined processes for the review of ethics applications and implements University-wide changes to policy and strategy in response to legislative requirements, for example, Defence Export Control, Biosecurity and Autonomous Sanctions. In addition, it is responsible for developing strategy, tools and resources to support the implementation of a Research Governance Framework (including a Clinical Research Governance Framework).

Our **key research stakeholders** include: College Associate Pro Vice-Chancellors Research, Pro Vice-Chancellor Research Development, School Research Directors, Teams in the Research Office, Graduate Research School, La Trobe Animal Research and Teaching Facility, Research Education and Development and other Divisions in the University for example, Library, Risk Management, Occupational Health and Safety, Infrastructure and Operations and School Managers.

The **University Ethics Committees** are: The University Human Ethics Committee, The University Animal Ethics Committee, The La Trobe Institutional Biosafety Committee and the two College Human Ethics Sub-Committees which deal with low-risk human ethics applications.

The **Ethics Advisor (Human Ethics)** is one of three advisors supporting the senior members of the Ethics, Integrity and Biosafety Team. The incumbent will provide first level advice for key research stakeholders on all matters pertaining to ethics, integrity and biosafety at La Trobe University. The incumbent will be primarily responsible for administration of the University Human Ethics Committee and its low-risk subcommittees and will also have the capacity to take on administration of the other University ethics committees as required.

Duties at this level may include:

- Develops or redefines procedures and interprets policy so long as other work areas are not affected
- Provision of advice regarding relevant policy, legislation and guideline requirements for research with human subjects including clinical research.
- Provision of first line advice and triaging regarding relevant policy, legislation and guideline requirements for human research.
- Advising academic staff by interpreting policy and guidelines and by assisting them in the successful preparation and submission of ethics applications.

- Develop procedure manuals in conjunction with other teams in the Research Office, the Graduate Research School, and other key research stakeholders to ensure a consistent approach to decision-making, project approval and monitoring.
- Develop a web presence for successful applications by developing and implementing a successful applications library for several different types of Human Ethics Projects.
- Support, advice and administrative assistance to Senior Advisors and Team Manager for all matters of ethics, integrity and biosafety and promotion of research integrity awareness.
- In consultation with the HREC Committee Chair and Low Risk Chairs, take primary responsibility for administration of University Human Research Ethics Committee and its Low-Risk Sub-Committees , including:
 - Preparation of meeting agendas, papers, organising venues and dates of meetings, coordination of and administration relevant to Committee and Committee Members;
 - Completing Compliance checking, pre-reviews and research governance;
 - Coordination of review of ethics applications
 - Minute taking at Committee meetings
- Provision of advice regarding all Ethics and Biosafety Committee processes and the appropriate committee for submission of ethics and biosafety applications.
- End to end administration of application approvals, modifications, progress and final reports.
- Collection and provision of data for reporting application numbers and turnaround times etc. and for internal and external reporting obligations and other University reporting requirements.
- Develops or refined procedures for Risk-based monitoring.
- Responsibility for administration of risk-based monitoring framework.
- Responsibility for administration of Animal Ethics Committee and La Trobe Institutional Biosafety Committee as required.
- Advice on the analysis and interpretation of data, identifying trends and sourcing additional related information where appropriate, and reporting on progress, to support the resolution of issues.
- Assistance with communications from team for internal audiences, including website and intranet updates.
- Administration and assistance with provision of researcher training modules, including record keeping and issuing of certificates.
- Support for development and implementation of Information Technology solutions to improve processes and procedures for application submission, review, approval and reporting
- Contribution to and administration of regulatory requirements e.g. National Health and Medical Research Council reporting.

Key Selection Criteria may include:

- Graduate degree, preferably with research experience and at least 2 years' experience with human research ethics, integrity and/or biosafety and/or come from a quality insurance background.
- Willingness and ability to be part of a team of administrators covering all areas of integrity (including risk based monitoring), ethics and biosafety to enable peak times across all Committees to be adequately resourced.
- Demonstrated breadth of experience in human research ethics policy/guideline development and implementation.
- Demonstrated secretariat skills and experience, including timely, efficient and effective minute-taking and record- keeping.
- Demonstrated ability and performance in data collection, analysis, interpretation and report writing.
- Track record in customer service including excellent written and verbal communication skills and proven time management skills.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: