Position Description

Senior Advisor, Research Governance and Assurance

Position No:	50150908
Business Unit:	Deputy Vice Chancellor (Research and Industry Engagement)
Division:	Research Office
Department:	Ethics, Integrity and Biosafety
Classification Level:	HEO7
Employment Type:	Full-Time, Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

Position Summary

La Trobe's Research and Innovation 2030 strategy is focused on delivering impact at scale for the communities it serves by strengthening the University's position as a global research leader in health, biomedicine, and sustainable agriculture and food. The strategy emphasises an inclusive, high-performing research workforce and stronger partnerships with industry, government and communities to translate knowledge into innovation, improve lives, and contribute to Australia's future prosperity.

In a rapidly evolving environment shaped by policy reform, intensified competition for funding, and new expectations for end-to-end research translation, the **Research Office** provides leadership, expertise and support to La Trobe University's research community across Research Performance, Ethics, Integrity and Biosafety, Research Grant Development, and Research and Industry Agreements. Working in partnership with the University's flagship Research Institutes, Research Centres, Schools, Affiliates and central portfolios, the Research Office enables the delivery of high-quality, compliant and impactful research aligned with the University's strategic priorities.

The Ethics, Integrity and Biosafety (EIB) Team of the Research Office at La Trobe University provides holistic ethics, integrity and biosafety advice, support and service to researchers and to Committees. 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, new policy and legislative requirements and manages research integrity matters. The EIB team works in collaboration with the Clinical Trials Platform to support and enable the conduct of high-quality clinical trials, and develops strategy, tools and resources to support the Research Governance Framework.

Purpose

Reporting to the Senior Manager, Ethics, Integrity and Biosafety, the **Senior Advisor, Research Governance and Assurance** will facilitate excellent research at La Trobe University by working with stakeholders across the university to develop, implement and manage governance structures to support the effective management of risk and compliance with industry standards and regulatory schemes.

The position:

- Provides research governance advisory services, serving as the primary liaison for the University's research partners and internal stakeholders on matters relating to research ethics and compliance requirements.
- In conjunction with the Clinical Trials Platform, supports clinical trials governance by providing specialist advice and coordination to researchers undertaking clinical trials, ensuring compliance with applicable regulatory and governance frameworks.
- Provides research quality assurance by holding primary responsibility for the University's Risk-Based Monitoring (RBM) program and internal research audit activities.
- Develop and deliver RBM and internal research audit reports outlining the University's compliance status, key risk trends, and open/unresolved risks, ensuring timely reporting to relevant risk committees to support institutional oversight and decision-making.

Duties/Accountabilities for this position:

- Serve as the primary research ethics and compliance liaison for the University's research partners including industry, government and health/clinical research organisations, providing advisory services on research ethics and compliance requirements applicable to collaborative and partnered research activities, and supporting the resolution of complex or emerging governance issues.
- Provide specialist advice and coordination to researchers on clinical trial governance requirements, including compliance with ICH Good Clinical Practice (GCP), the National

Clinical Trials Governance Framework and TGA regulatory obligations, covering areas such as trial registration, sponsor and investigator responsibilities, risk management and TGA notification.

- In conjunction with the Clinical Trials Platform, develop, maintain and report on the clinical trial risk register, and liaise with relevant University functions to ensure researchers receive coordinated and timely governance support.
- Plan, develop, implement and manage the University's Risk-Based Monitoring (RBM) program, including monitoring of adverse event reporting, post-ethics approval compliance and data management, and RBM activities across animal ethics and biosafety.
- Collaborate with the Senior Coordinator, Research Integrity and Policy, and Manager, Research Ethics, to maintain the annual RBM schedule and ensure timely completion of activities.
- Conduct and coordinate internal research audits across human ethics, animal ethics and biosafety approved projects, including root cause analysis, development of recommendations, and oversight of corrective action implementation and reporting.
- Prepare and present reports on RBM and audit outcomes to the Senior Manager, relevant Ethics Committees and senior leadership, identifying systemic risks, trends and recommended mitigation strategies.
- Adapt and interpret research governance policy and regulatory requirements including the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, the Therapeutics Goods Act 1989 and the Gene Technology Act, and develop practical guidance, governance pathways and resources that support researcher compliance.
- Develop and deliver training and guidance materials for researchers on research governance, clinical trial governance and research quality obligations, contributing to the broader EIB education and training program.
- Other duties as required, commensurate with the scope and level of the position.

Essential Criteria

Skills and knowledge required for the position

- A relevant tertiary qualification and experience in a relevant field such as research governance and ethics, compliance, tertiary education management, or health, medical or clinical research.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one-off problems.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Ability to be responsible for program development and implementation, including developing innovative solutions and contributing to strategic planning.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Demonstrated high level of self-motivation and personal management skills, with the capacity to prioritise competing demands and work effectively within complex organisational structures.
- Excellent written and verbal communication skills with an emphasis on the ability to evaluate, analyse and communicate information clearly to a range of audience.
- In-depth knowledge of relevant research governance frameworks and regulatory requirements, including the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, ICH Good Clinical Practice, the National Clinical Trials Governance Framework, the Therapeutics Goods Act 1989 and the Gene Technology Act.

- Demonstrated experience providing high-level advisory services on research ethics and compliance requirements to researchers and/or external research partners, including the ability to interpret and translate complex regulatory requirements into practical guidance.
- Demonstrated experience planning and managing risk-based monitoring or research audit programs, including root cause analysis, reporting and corrective action oversight.
- Demonstrated ability to develop and implement governance processes, procedures and workflows within a policy framework, applying innovative methodologies to improve service quality and compliance outcomes.
- Highly developed organisational skills with the capacity to manage competing priorities, multiple workstreams and stakeholders, with outstanding attention to detail.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.

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.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics.
- Help transform the lives of students, partners and communities now and in the future.
- La Trobe University adopts an AI-first approach and welcomes staff who embrace AI curiosity to drive innovation in their work.

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace

where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

*We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.*

*We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.*

*We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.*

*We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.*

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Initials: Date: