

Position Description

Senior Co-ordinator Research Governance and Operations

Position No:	50150908
Business Unit:	Office of the Deputy Vice Chancellor (Research and Industry Engagement)
Division:	Research Office
Department:	Ethics, Integrity and Biosafety
Classification Level:	Higher Education Officer Level 8 (HEO8)
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

The **Research Office** supports La Trobe University researchers, senior executive, academic leadership the Graduate Research School, 10 Schools and affiliates 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 – regulatory authorities, funding bodies, industry and government.

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.

The role of **Senior Co-ordinator Research Governance and Operations** 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 appointee will focus on clinical trials and collaborative partnerships and promote the responsible conduct of research. The appointee will also develop and implement innovative solutions to improve the quality of operational processes to create a significant impact on the conduct of research, particularly in terms of streamlined processes achieving time savings for researchers.

Duties at this level may include:

- Drive a program of continual improvement in research ethics, integrity, biosafety and biosecurity governance and operations in consultation with academic and professional stakeholders across the University to strengthen research culture.
- In collaboration with key stakeholders, implement and administer the Research Governance Framework and develop governance pathways and processes to support compliance with relevant legislation and codes of practice.
- Maintain strong working relationships and provide high-level strategic support and advice on research governance to schools/divisions/departments requiring integration of a range of university policies and external requirements, to address significant challenges or unresolved issues, and an ability to achieve objectives operating within complex organisation structures.
- Conduct research project audits including root cause analysis of issues, make recommendations, oversee corrective actions and reporting and improve practices.
- Contribute to regular reporting and governance processes.
- Develop information resources and training to aid the education of researchers in research governance requirements and responsibilities.
- Continually adapt to the changing research landscape by developing strategic and creative solutions to emerging issues in governance and operations that promotes a dynamic research culture of excellence.
- Maintain a working knowledge of current legislation and other guidelines related to research governance and translate them into working policies and practices.
- Support researchers with clinical trial governance requirements including insurance, indemnities, agreements, clinical trial registration, risk management, TGA notification, budgets and foreign engagement.
- Working in conjunction with the Clinical Trial Platform, coordinate the development and effectiveness of a clinical trial risk register.

- Evaluate existing practices, operations and technology across research project life cycle and Committee management and keeping abreast of feedback and broader developments in the university's operating model and the external marketplace, to identify opportunities for enhancement, and maximise service quality, efficiency and continuity.
- Develop proposals, coordinate agreement for change or development and lead implementation in relevant areas.
- Negotiate solutions where a range of interests need to be accommodated, often requiring working with contributors with different areas of expertise.
- Prepare and deliver effective communications to a variety of stakeholder groups.
- 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 tertiary education management, research governance and ethics, compliance, or health, medical or clinical research.
- In-depth knowledge of research methodologies and relevant requirements for conducting research (e.g. Australian Code for the Responsible Conduct of Research, ICH Guideline for Good Clinical Practice, best practice standards such as the National Clinical Trials Governance Framework, Therapeutics Goods Act 1989 and the Gene Technology Act).
- Experience in identifying, developing and implementing streamlined processes, procedures and workflows within a policy framework and using creativity, technology and innovative methodologies to maximise efficiencies and contribute to strategic planning.
- Demonstrated ability to negotiate, motivate, influence and build consultative relationships with key research stakeholders in relevant areas across institutions.
- Ability to apply understanding of the needs of the scientific community at La Trobe University and researchers' needs from their perspective.
- Ability to exercise sound professional judgment and initiative to bring together diverse and sometimes conflicting information to identify, investigate and rectify problems or barriers to complex issues and processes.
- Excellent written and verbal communication skills with an emphasis on the ability to evaluate, analyse and communicate information clearly.
- Highly developed work organisational skills with the capacity to prioritise competing demands and 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.
- Demonstrate creative, critical and systems thinking, with the 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

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. 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.

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.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



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 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 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: