

Position Description

Senior Human Ethics Advisor

Position No:	50143133
Division:	Office of the Deputy Vice Chancellor (Research)
Department:	Research Office
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 8 (HEO8)
Employment Type:	Continuing, Full Time
Position Supervisor:	Senior Manager Ethics, Integrity and Biosafety
Number:	50142922
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>

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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 **Senior Human Ethics Advisor** will provide expert advice and guidance in Human Ethics and relevant research policy to key research stakeholders including the University Human Ethics Committees and senior management. They will have thorough knowledge and experience of the relevant legislation and guidelines around human subjects in research, including clinical research. They will also have a broader knowledge of other areas of ethics and biosafety and be pro-active in the promotion of research integrity across the University.

Working within the Ethics, Integrity and Biosafety Team the incumbent will provide a seamless and holistic service for key research stakeholders. This includes: in addition to the work on human ethics, contribution of knowledge and experience for the animal ethics and biosafety areas as well as working with three Ethics Advisors to best support the Team and the administration of the Human Ethics Committees.

Duties at this level may include:

- Responsibility for providing executive-level advice and, in conjunction with the Human Ethics Committee, implementing University-wide policy changes on relevant human ethics policy and guidelines.
- Reporting to and advising the University Human Ethics Committees and the first point of contact for Chairs and Members of Committees.
- Responsibility for the development, documentation and implementation of clear processes and procedures for decision-making and the management of project applications over the whole life-cycle. This includes following up Committee decisions, providing policy advice, conducting investigations (alongside the Chair) and working on the development and implementation of Information Technology Solutions for application and data review and management.
- In consultation with the Committee Chair, have responsibility for efficient and effective administration of the Human Ethics Committees including recruiting new members and streamlining systems and processes.
- Responsibility for oversight of governance, compliance and policy advice in Human Ethics and development and maintenance of accessible documentation on these matters for the use of researchers.
- Responsible for policy updates and subsequent changes to process in Human Ethics, integrity and clinical research areas in consultation with key research stakeholders. This includes working with relevant divisions, e.g. Risk Management to implement these changes.
- Reporting of breaches of responsible research conduct to appropriate committees and assisting the Chairs with appropriate follow up and investigation.
- Responsibility for providing training to researchers in Human Ethics and Research Integrity and Good Clinical Practice and for being pro-active in research integrity promotion and awareness.
- Responsibility for communications (written, verbal, intranet and website) regarding Human Ethics processes, policy and guideline changes and updates.
- Responsibility for clear policies and procedures regarding internal management of application review and reporting.
- Feedback and complaints management.
- Develop and implement frameworks to comply in a timely fashion with reporting requirements for internal and external committees and agencies.
- Assist Team Manager as required and assist with internal audits and with development and implementation of University Research Governance Frameworks.

Key Selection Criteria may include:

- A postgraduate degree, research experience and at least 5 years human ethics and integrity experience and/or equivalent human ethics research integrity experience.
- Demonstrated knowledge of legislation and regulatory requirements for human research ethics and integrity and experience in liaising with internal and external agencies with regard to reporting, monitoring and auditing requirements.
- Demonstrated experience of developing and implementing policy and procedures in human ethics and research integrity.
- Excellent written and verbal communication skills and demonstrated ability to manage consultative relationships with key research stakeholders in relevant areas.
- Experience with investigating and reporting breaches of responsible research conduct.
- Ability to develop training materials and coordinate and deliver effective training to relevant area.

- Proven ability to work in a team where knowledge and experience is shared across areas of expertise.

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.

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Initials: Date: