

## Position Description

### Senior Co-ordinator Research Ethics and Biosafety

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<b>Position No:</b>	NEW
<b>Department:</b>	Office of the Deputy Vice Chancellor (Research)
<b>School:</b>	Research Office
<b>Campus/Location:</b>	Bundoora
<b>Classification:</b>	Higher Education Officer Level 8 (HEO8)
<b>Employment Type:</b>	Continuing, Full Time
<b>Position Supervisor:</b>	Senior Manager Ethics, Integrity and Biosafety -NEW
<b>Number:</b>	
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

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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**For enquiries only contact:**

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# Position Description

## Senior Animal Ethics Advisor

### 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 Co-ordinator Research Ethics and Biosafety** will provide expert advice and guidance in Animal Ethics and relevant research policy and legislation to key research stakeholders including the University Animal Ethics and La Trobe Institutional Biosafety Committees and senior management. They will have thorough knowledge and experience of the relevant legislation and guidelines around the use of animals in research, including relevant genetically modified organism, biosafety and biosecurity requirements. 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 work on animal ethics, contribution of knowledge and experience for the human ethics and biosafety areas as well as working with three Ethics Advisors to best support the Team and the administrative needs of the Animal Ethics Committee.

**Duties at this level may include:**

- Responsibility for providing executive-level advice and, in conjunction with the Animal Ethics Committee, implementing University-wide policy changes on relevant animal ethics policy and guidelines.
- Reporting to and advising the University Animal Ethics Committee and the first point of contact for Chair and Members of Committee.
- Responsibility for the development and implementation of clear processes and procedures for the management of project applications over the whole life-cycle. This includes following up AEC decisions, providing policy advice, conducting investigations (under the guidance of the AEC Chair) and oversight of the development and implementation of Information Technology Solutions for application and data review and management.
- Responsibility for efficient and effective administration of Animal Ethics Committee including recruiting new members and streamlining systems and processes.
- Responsibility for oversight of governance, compliance and policy advice in Animal Ethics.
- Responsible for policy updates and subsequent changes to process in Animal Ethics and research integrity in consultation with the Animal Ethics Committee Chair and key research stakeholders. This includes working with relevant Schools and divisions, e.g. La Trobe Animal Teaching and Research Facility and Risk Management to implement these changes.
- Responsibility for renewal and maintenance of the Victorian Scientific Procedures Premises Licence for La Trobe University and other relevant State licences.
- In conjunction with the Chair, conducting appropriate follow-up and investigation of breaches of the Code, providing the resulting investigating panel with all relevant material and administrative support and ensuring proper communication and reporting between all relevant parties.
- Responsibility for the conduct of internal audits to gauge compliance with the various codes and identify issues that require addressing.
- Responsibility for providing training to researchers in Animal Ethics and Research Integrity and for being pro-active in research integrity promotion and awareness.
- Responsibility for communications (written, verbal, intranet and website) regarding Animal Ethics processes, policy and guideline changes and updates.
- Responsibility for clear policies and procedures regarding internal management of application review and reporting.
- Responsibility for administration of Human Research Ethics Committee and its Low Risk Sub-Committee as required. 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 as well as assistance with development and implementation of University Research Governance Frameworks.

**Key Selection Criteria may include:**

- A postgraduate degree, research experience and at least 5 years animal ethics and integrity experience, preferably with biosafety knowledge and experience and/or equivalent animal ethics, biosafety and research integrity experience.
- Demonstrated knowledge of legislation and regulatory requirements for animal 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 animal 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 and adverse event reporting and follow up.
- 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: