# Position Description

## Research Ethics and Biosafety Advisor

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| **Position No:** | 50143945 |
| **Business Unit:** | Office of the Deputy Vice Chancellor (Research and Industry Engagement) |
| **Division:** | Research Office |
| **Department:** | Ethics, Integrity, and Biosafety |
| **Classification Level:** | HE06 |
| **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 - 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: Deputy Vice-Chancellor Research and Industry Engagement, Pro Vice-Chancellor Research Capability, School Associate Deans Research and Industry Engagement, 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**: Two University Human Ethics Committee, The University Low Risk Review Panel Groups, The University Animal Ethics Committee and The La Trobe Institutional Biosafety Committee.

**The Research Ethics and Biosafety Advisor** is one of four advisors supporting the senior members of the Ethics, Integrity, and Biosafety Team. The incumbent will provide first level advice to 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 Animal Ethics and Institutional Biosafety Committees and will also have the capacity to take on administration of the other University ethics committees as required.

**Duties at this level may include:**

- Provision of influential input to policy development based on expertise and experience in research integrity, ethics, and biosafety.
- Provision of first level advice and triaging regarding relevant policy, legislation, and guideline requirements for animal and biosafety research.
- Advising academic staff by interpreting policy and guidelines and by assisting them in the successful preparation and submission of ethics applications.
- Developing 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 and project approval and monitoring.
- Support, advise and provide administrative assistance to Senior Co-ordinators and the Senior Manager for all matters of ethics, integrity and biosafety and promotion of awareness.

- In consultation with the Committee Chair, take primary responsibility for administration of the Animal Ethics and Institutional Biosafety Committees including:
    - Preparation of meeting agendas, papers, organising venues and dates of meetings, coordination of and administration relevant to Committee and Committee Members.
    - Coordination of review of ethics applications.
    - Minute taking at Committee meetings.
- Responsibility for administration of the Animal Ethics Committee and the Institutional Biosafety Committee.
- Provision of advice regarding animal ethics and biosafety requirements and application processes for the Animal Ethics Committee and the Institutional Biosafety Committee.
- End to end administration of application approvals, modifications, progress, and final reports using the Universities research submission platform.
- Identification of innovative solutions for streamlining processes and procedures.
- Collection and provision of data for reporting application numbers and turnaround times etc. for internal and external reporting obligations and other University reporting requirements.
- 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 the EIB 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.

**Essential Criteria**

**Skills and knowledge required for the position**

- Postgraduate qualification, and/or relevant experience in research governance and administration, preferably with research experience.
- Willingness and ability to be part of a team of administrators covering all areas of integrity, ethics, and biosafety to enable peak times across all Committees to be adequately resourced.
- Demonstrated understanding in animal ethics policy/guideline development and implementation.
- As above for biosafety (optional).
- Demonstrated secretariat skills and experience, including timely, efficient, and effective minute-taking and record-keeping.
- Track record in customer service including excellent written and verbal communication skills and proven time management skills.
- Demonstrated ability to manage consultative relationships with key research stakeholders in relevant areas.

**Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices to improve current ways of working.
- Ability to implement improvements to local processes.

**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.*

For People & Culture Use Only

Initials: Date: