POSITION DESCRIPTION

Position Title: Governance Officer
Organisation Unit: Office of Research Ethics
Position Number: 3038795
Type of Employment: Full Time, Continuing
Classification: HEW Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for the development and advancement of the University's profile in research and research training. This includes the strategic management of research at an institutional level; development of research policy; management of the Research Only Budget, Sustainable Research Excellence and Research Infrastructure Block Grant; development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; research performance data management, contract negotiation; and research ethics and integrity.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Governance Officer is a key position within the Office of Research Ethics and is responsible for assisting the Director, Research Ethics with a diverse range of clinical research support and governance activities.

The role is critical in ensuring UQ is a leading place to conduct health and medical research and development. The position will operate with a high degree of professional autonomy and uses outstanding leadership, analytical and interpersonal skills to comprehensively plan the development of a complex and rapidly developing area.

Duties

Duties and responsibilities include, but are not limited to:

Governance

- Review and acknowledge human research ethical clearances/approvals provided by NHMRC certified HRECs submitted to UQ for ratification.
• Provide research education and development activities for all researchers involved in health and medical research, particularly with regard to the conduct of clinical trials.

• Actively promote and encourage an applied research governance culture amongst researchers and UQ.

• Evaluate and ensure that submitted clinical trial agreements (CTA), TGA-CTN/CTX forms, financial schedules, indemnity and insurance covers are adequate and meet all legislative requirements.

• Manage the clinical trial registration process for the University.

• Attend relevant State and National Clinical Research and Ethics forums when requested by the Director, Research Ethics.

• Coordinate the execution of clinical trial agreements.

• Provide high level strategic and up-to-date advice on research governance issues and associated changes to current legislative and regulatory frameworks to the Director, Research Ethics.

• Develop and implement mechanisms to ensure that research activity and governance processes comply with approved protocols and relevant policy, guidelines and legislation, including data gathering, training, monitoring and reporting.

• Provide a monitoring role for all authorised human research activity being conducted by UQ researchers in conjunction with researchers, the approving Human Research Ethics Committee and other relevant stakeholders.

• Assist with the processing and investigation of on-site adverse events, when required.

**Administration**

• Liaise with the Director, Research Ethics on operational matters.

• Conceptualise, develop and review UQ policies with regard to the conduct of clinical trials and other governance-related matters.

• Develop standard operating procedures (SOPs) and templates as required, ensuring ongoing review of existing documents.
Staffing and Finance

There are no direct staffing or finance responsibilities for this role.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director, Research Ethics. The position does not supervise any staff.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications in biological or health sciences or related discipline and extensive relevant experience OR extensive experience and/or training in clinical research, human research ethics and research governance processes in Australia.

- Demonstrated sound understanding of clinical research methodologies and relevant requirements for conducting research involving humans (e.g. Note for Guidance on Good Clinical Practice (CPMP/ICH/139/99), National Statement on Ethical Conduct in Human Research, Australian Code for the Responsible Conduct of Research, Privacy Legislation, TGA access to unapproved goods, clinical trial registrations).

- Demonstrated understanding of institutional, government and ethics committee environments and research ethics and governance processes.

- Experience in policy and procedure development and project management.

- A high level of interpersonal skills that enable the appointee to liaise effectively with a wide range of people at a variety of levels both internal and external to UQ.

**Desirable**

- Demonstrated experience and ability to manage research governance processes in a complex organisation.

- As this role is supporting the development, implementation and ongoing management of a number of new human research governance processes, project management skills are highly desirable.

- Excellent presentation skills.

- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance)

- Strong background in the use of computerized systems, MS office applications and database management.

The University of Queensland is committed to equity, diversity and inclusion.