POSITION DESCRIPTION

Position Title: Deputy Director, Research Ethics
Organisation Unit: Office of Research Ethics
Position Number: New
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 in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus 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. 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; grants management; research performance data management, contract negotiation; and research ethics and integrity.

Within the UQ Research and Innovation portfolio, the Office of Research Ethics provides administrative and strategic support in the key regulatory compliance areas of human ethics and animal ethics, biodiscovery, Autonomous Sanctions and Defence Export Controls.

This position is expected to lead the management of the Animal and Human Ethics Committees and sub-committees. The Deputy Director will play an important role in the identification of process improvements; to be proactive in the development of strategies and procedures designed to improve the quality of applications submitted as well as the operational processes of the Office of Research Ethics.


Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Deputy Director, Research Ethics is accountable for the leadership and functional delivery of the administration and support of the University’s two NHMRC-registered Human Research Ethics Committees and their eight Faculty-based low/negligible risk sub-committees, as well as the University’s five registered Animal Ethics Committees.

Duties

Duties and responsibilities include, but are not limited to:

- Lead key functional areas in the Office of Research Ethics in order to provide a responsive, efficient client-focused service for and on behalf of the University.
• Lead teams of Human Ethics Coordinators and Animal Ethics Administration Officers in order to provide a responsive, efficient service for the University's research community.

• Enhance capabilities of the Office of Research Ethics by leading continuous improvement activity and skills improvement by sharing knowledge and experience with team members and stakeholders.

• In consultation with the Director, Research Ethics, devise and lead the development and continuous upgrade of administrative systems and databases.

• Provide expert advice to the Director, Research Ethics on strategies to improve application quality, turnaround times, and monitoring activities and lead the implementation of changes and improvements.

• Provide expert advice, including to Senior Management, on policy or legislative changes affecting the research community or committees.

• Provide leadership, oversight and direction for the management of committee administrative processes.

• Provide overall performance management of the team, ensuring clear accountabilities and objectives are in place, and ongoing coaching and feedback is focused on achieving continuous improvement and a performance culture.

• Attend ethics committee meetings in an advisory capacity to ensure consistency in process and to provide legislative advice as required.

• Liaise with external clients (including government departments and other universities) regarding legislative matters, sharing of best practice systems, and opportunities for improvement.

• Oversee the planning and organisation of information sessions/workshops that ensure researchers and students are well-informed in their obligations in both human and animal ethics.

• Oversee the recruitment of additional committee members as required.

• With broad direction from the Director, Research Ethics, develop and update committee Terms of Reference and Standard Operating Procedures as required.

• Represent the Office of Research Ethics on various committees and working groups pertaining to research ethics.

• Act as back-up for the responsibilities of the Director, Research Ethics.

This role involves work outside regular business hours, as required, in order to attend committee meetings.

Other

• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the [University’s Code of Conduct](#)
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
  o 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 and supervises seven positions.
SELECTION CRITERIA

- Postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training. A thorough understanding of the operations of ethics committees within the higher education sector or other complex organization.
- Extensive knowledge of the regulatory frameworks for animal and human ethics.
- Demonstrated experience leading teams and in the supervision, training, mentoring and performance management of staff who are managing and resolving a diverse range of complex issues.
- Proven ability to maintain the cohesion and morale of staff in a high-workload environment.
- Excellent communication, negotiation and influencing skills combined with demonstrated experience working in a complex regulatory environment.
- Proven ability to interact effectively with other senior administration staff, for example: Executive Deans and Directors of Institutes, Associate Deans Research, Institute Deputy Directors and Heads of Schools, as well as researchers and other staff at all levels.
- Demonstrated experience interpreting and relaying relevant institutional and regulatory policies for dissemination to the University community.
- Demonstrated ability to be an agent of change and to support staff both within and external to the team.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.