POSITION DESCRIPTION

Position Title: Researcher Integrity Officer
Organisation Unit: Office of the Pro-Vice-Chancellor (Research)
Position Number: 3012845
Type of Employment: Full-time, Fixed term
Classification: HEW Level 8

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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 $11billion+ (see http://uniquest.com.au/our-track-record).
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.

The Pro-Vice-Chancellor (Research) works closely with the Deputy Vice-Chancellor (Research) to oversee the University's research ethics and integrity, and supports the University’s research performance, including the submission of high-quality applications to major national grants schemes.

Further information is available at: [http://www.uq.edu.au/research](http://www.uq.edu.au/research)

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The position of Research Integrity Officer (RIO) will champion the responsible conduct of research at UQ by promoting the highest standards of research integrity and practice. The RIO will provide advice on complaints or concerns about the conduct of research and manage the investigation of complaints in consultation with the Research Integrity Manager (RIM) and the Pro-Vice-Chancellor (Research) as cases require. The RIO will support the University’s proactive approach to risk management through the design and delivery of evidence-based training programmes to enhance awareness of the importance of research integrity throughout the University.

**Duties**

Duties and responsibilities include, but are not limited to:

- Provide advice on questions and concerns about the conduct of research;
- Manage the investigation of complaints about research conduct, in consultation with the PVC(R) and RIM, in accordance with University policies and relevant agreements, codes, laws and regulations;
- Provide advice and support to researchers and senior University officers about research integrity frameworks and processes;
• Support the University’s Research Integrity Advisors in conducting their roles. This includes induction, training and provision of advice and updates on changes in policy and procedures;

• Develop, deliver and facilitate training for researchers, Higher Degree by Research candidates and professional staff to enhance their awareness of, and compliance with the University’s research integrity policies;

• Create and maintain accurate and confidential records pertaining to research integrity complaints;

• Review and develop standard operating procedures for the management and assessment of complaints;

• Develop and maintain good working relationships with relevant internal units and external agencies;

• Provide secretariat support for relevant committees;

• Other duties as directed by the RIM.

**Other**
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• 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 of 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 Research Integrity Manager.
SELECTION CRITERIA

**Essential**

- Postgraduate research qualification and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training;
- Proven high level interpersonal, oral and written communication skills, including the ability to engage with diverse groups within and external to the University;
- Demonstrated experience in preparing accurate, comprehensive written reports with excellent attention to detail;
- Demonstrated ability to effectively interpret policies, procedures and guidelines in order to provide clear and consistent advice and support to staff and students on the responsible conduct of research;
- Detailed knowledge, or the ability to obtain that knowledge, of the University's policies and procedures relating to the responsible conduct of research;
- Detailed understanding of the Australian Code for the Responsible Conduct of Research and awareness of other relevant codes, statements and guidelines;
- Demonstrated ability to manage competing demands, establish priorities, organise tasks, meet deadlines and work independently;
- Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion;
- Ability to develop and deliver training activities to diverse audiences.

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 ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) 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 the contact person listed in the job advertisement.