Position Description

Title: Administrator, Research and Ethics
HEW Level: Level 5

Faculty/Office: Faculty of Medicine and Health Sciences
Position Number: 69761

Department/Team: Faculty Administration
Date: May 2017

Position Purpose: To provide administrative support to the Faculty's Low-risk Human Research Ethics Subcommittee and to provide general administrative support for the Faculty Research Office.

ORGANISATIONAL CONTEXT

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university's leadership. With a focus on patients and an ultimate goal of improving lives, MQ Health, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine & Health Sciences (FMHS), the clinical components of the Faculty of Human Sciences with the clinical care provided at Macquarie University Hospital (MUH) and Macquarie University Clinical Associates (MUCA). MQ Health brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

Macquarie University Clinical Associates (MUCA) provides clinical services to MUH and Clinic and engages clinicians in innovative employment relationships within MQ Health, allowing them to undertake academic and clinical work within MUH, the Clinic and the University.

The Faculty of Medicine and Health Sciences (FMHS) has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences (especially motor neuron disease, neurological rehabilitation, and the clinical neuroscience of pain), cancer medicine, and cardiovascular science, amongst others. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health and health informatics, and patient safety.
### KEY ACCOUNTABILITIES
- Provide secretarial and administrative support for the FMHS Low-risk Human Research Ethics Subcommittee, including appropriately allocating ethics applications to committee members and/or chair.
- Prepare and maintain records of member appointments to FMHS Low-risk Ethics Subcommittee.
- Prepare reports on FMHS Low-risk Ethics Subcommittee function, e.g. review and response times.
- Provide procedural advice to applicants (researchers and HDR candidates) regarding the FMHS Low-risk Ethics Subcommittee and to the University regarding policy, guidelines and legislation relating to human research.
- Respond to, escalate or refer queries related to FMHS human and/or animal research activities.
- Recommend and document standard operating procedures for dealing with low-risk ethics applications and FMHS Low-risk Ethics Subcommittee processes.
- Contribute to Faculty Research webpage content and ensure resources for the low-risk ethics applications and processes are up-to-date.
- Provide administrative support during implementation and ongoing maintenance of research management and ethics systems.
- Collate, review and provide reports on the Faculty’s research income, outputs and data using Macquarie’s research management system, and ensure completeness of research records across the University and raise the Faculty’s research profile.
- Provide administrative support to the Clinical Research Manager in the implementation of the Clinical Research Governance Framework across MQ Health.
- Liaise with the MQ Ethics Secretariat and the Central Research Office to ensure the Faculty complies with policies, procedures and administrative requirements of the Research Office.
- Perform information searches, and gather and collate data to support the Faculty Research Manager, the Clinical Research Manager and the Associate Dean, Research in decision making.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Faculty Research Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil Indirect: nil</td>
</tr>
<tr>
<td>Key Direct Clients:</td>
<td>Chair and members of the FMHS Low-risk Human Research Ethics Subcommittee MQ Ethics Secretariat Research Office staff Faculty academic staff HDR students Clinical Research Manager Heads of Department, Senior Managers Immediate team members Other external contacts such as Grant Funding Bodies and other universities’ research staff</td>
</tr>
<tr>
<td>Other Key Relationships:</td>
<td>MQ Ethics Secretariat Research Office staff Library staff Director Academic and Research Partnerships Staff members in other Faculty Research Offices Other staff members in own office or department MQ staff in general</td>
</tr>
<tr>
<td>Budget Accountability:</td>
<td>Nil</td>
</tr>
<tr>
<td>Role-specific Conditions:</td>
<td>Nil</td>
</tr>
<tr>
<td>Scope and autonomy</td>
<td>Work tasks may require interpretation, decisions and advice within the scope of defined systems, processes, procedures and techniques.</td>
</tr>
<tr>
<td>Problem solving</td>
<td>Draws on own knowledge and experience to analyse problems and develops and implements solutions.</td>
</tr>
</tbody>
</table>
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
</tr>
</tbody>
</table>
**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Well-developed computer skills in database management, MS Word, Excel, PowerPoint and web-based research.
- Understanding of ethics and grants processes in a tertiary environment.
- Knowledge of legislation and regulations relating to medical research.

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Faculty of Medicine and Health Science’s functions and structure, as well as established policies, systems, processes and procedures.
- Knowledge of FMHS research, organisation, operation and processes.
- Understanding of how University policies, systems, processes and procedures are applied at the Faculty/Office level.
- Knowledge of other areas of the University, such as the Research Office, and how they interact with the Faculty.
- Knowledge and an understanding of the impact of external regulatory frameworks e.g. The National Statement on Ethical Conduct in Human Research and the Australian Code for the Responsible Conduct of Research on HREC practice and processes.
- Knowledge of Macquarie Human Ethics and Animal Ethics web pages, policies, procedures and governance structures in the University.
- Knowledge of FMHS and RO grants advice documents and resources.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working in the higher education sector or with research grant funding body or ethics secretariat/office.
- Preparing agendas, meeting minutes, reports, presentations and papers.
- Supporting committee/s.
- Working in a project or general administration role.
- Working within a complex organisation.