Position Description

College/Division: Research Services Division
Faculty/School/Centre: 
Department/Unit: Research Ethics Team
Position Title: Research Ethics Support Officer
Classification: ANU Officer 4 (Administration)
Position No: 
Responsible to: Ethics project officer (rDNA)
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
The Research and Innovation Portfolio (the Portfolio) is responsible for the University’s delivery of high quality research outcomes and impact through industry and business engagement and strategic partnerships with Australian and international agencies, alliances and external partners that will enhance the University’s strategic goals. The Portfolio is led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI.) The Research Services Division is part of the Portfolio and is responsible for high quality services and advice at both an operational and strategic level in supporting the University’s research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University’s strategic goals. The Research Ethics Support Officer provides administrative assistance, contributing to the efficient delivery of research services.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Research Ethics Officer reports to the Research Ethics Officer and works closely with support staff from across other the Research and Innovation portfolio, Service Divisions, the Chancelry and Colleges.

Role Statement:
Under general direction, the Research Ethics Support Officer will:

- Undertake routine administrative tasks related to research management including maintaining email lists, assist with databases, shared drive and document management.
- Prepare routine workplace documents including emails, reports, templates, notices to staff and meeting documents.
- Assist the Ethics officers with meeting processes, document review, collaboration via Sharepoint and preparation for in person and or online video meetings.
- Actively engage in ongoing personal professional development and make a continuing contribution to administrative process improvements.
- Liaise and develop networks with administrative support staff, researchers and students within the University.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principles of multi-skilling.

See the classification descriptors for general staff

1Schedule 5 - General staff classification descriptors - Human Resources - ANU
For assistance please contact HR Division Ph. 6125 3346
**SELECTION CRITERIA:**

1. Demonstrated administrative experience in a client-facing role in a complex organisation. Qualifications and/or relevant training will be highly regarded.
2. Demonstrated customer service skills and ability to liaise with stakeholders in a culturally diverse environment and to communicate effectively both verbally and in writing.
3. Proven ability to prioritise own workload and to work both independently on routine tasks and as part of an administrative team, escalating issues when needed.
4. Proficient computer skills with demonstrated experience using the MS Office suite. Previous experience maintaining website/SharePoint content will be highly regarded.
5. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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<td>Printed Name:</td>
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References:

- General Staff Classification Descriptors
- Academic Minimum Standards