POSITION DESCRIPTION

Director, Research Ethics and Compliance

Position Level | Senior Appointment
Faculty/Division | DVC-Research and Enterprise
Position Number | ADMIN ONLY
Original document creation | 11/12/2023

Position Summary
The Director, Research Ethics and Compliance Support is a key leadership position responsible for ensuring the highest ethical standards and regulatory compliance in all research activities across UNSW. This role involves overseeing and managing a comprehensive research ethics and compliance program, fostering a culture of integrity, and collaborating with various stakeholders to maintain UNSW’s commitment to ethical research practices. The Director takes a leading role in encouraging the adoption of best practice to ensure compliance with all relevant legislation and to monitor the risks of non-compliance on behalf of the University. The Director leads the UNSW Research Ethics and Compliance Team in providing support for the UNSW Animal Care and Ethics Committees, Human Research Ethics Committees, the Biosafety and Radiation Safety Committees, clinical trials governance, and other research related compliance activities across UNSW.

The Director, Research Ethics and Compliance is responsible for the strategic direction, operational, budget and human resource management of the UNSW Research Ethics and Compliance Support unit. The Director, Research Ethics and Compliance Support reports to the Pro Vice-Chancellor Research and has three direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide leadership in the development, implementation, and enforcement of ethical standards and compliance policies for research activities undertaken at UNSW.
- Oversee the development and delivery of training and education material on ethics and compliance in the areas relevant to RECS.
• Ensure that RECS staff members are supported to provide superior service and advice to their Committees and researcher stakeholders.

• Ensure that research projects adhere to local, national, and international regulations and guidelines.

• Stay abreast of changes in regulations and proactively implement necessary adjustments to policies and procedures.

• Develop and implement solutions to enhance compliance across the organization.

• Provide strategic and authoritative advice and analysis to Senior University management and Committee Chairs on research ethics and compliance, including areas of exposure, risk analysis and risk management

• Communicate complex ethical and compliance issues effectively to diverse audiences.

• Foster a collaborative and ethical culture within the UNSW research community.

• Ensure a contribution from UNSW is made in local, national and international arenas, particularly in response to calls for comment on new guidelines, regulations or policy in research ethics and compliance.

• Collaborate with other departments, institutions, and external organizations to promote a culture of research ethics and compliance.

• Prepare and present reports to senior leadership and regulatory bodies.

• Build and maintain positive relationships with researchers, administrators, and regulatory agencies.

• Exercise sound judgment in addressing complex ethical situations and balancing organizational goals with ethical considerations.

• Implement and continuously improve systems for ongoing monitoring and auditing of research activities to ensure compliance.

• Maintain accurate records of compliance activities.

• Ensure the effective and optimal use of existing enterprise systems and processes to ensure data integrity, and facilitate ongoing system enhancements

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Proven experience in two or more of the following areas at a senior level: research ethics, clinical trials governance, biosafety, radiation safety, the higher education research environment.

• Excellent leadership skills including the ability to instigate and lead change and influence outcomes based on evidence of best practice and sound quality assurance principles.
• Demonstrated understanding of the pertinent legislation, codes, guidelines and rules relating to research ethics and safety committees and the governance of clinical trials.

• Demonstrated ability to provide high quality customer service through accurate and timely information and advice to applicants, committee members and senior management.

• Demonstrated understanding of the principles of research risk assessment in a complex environment and the ability to exercise tact, discretion and sound judgment.

• Excellent business planning, resource management and reporting skills to achieve key organisational strategic and operational goals including sound financial management skills and demonstrated experience of developing and managing budgets and resources.

• Demonstrable knowledge of, and ability to drive continuous improvement in, Enterprise Systems and their uses and experience of using such systems in application processing and data and records management.

• Excellent oral and written communication skills, including demonstrated experience of delivering high level written reports and the delivery of professional development training modules.

• Capacity to provide creative and innovative solutions to problems and the ability to exercise tact and discretion in dealing with confidential matters and complaints.

• Demonstrable understanding of and sensitivity to the different research cultures in different academic disciplines.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

• Verification of qualifications