POSITION DESCRIPTION

Compliance Officer – H2Seq Project

Position Level | 7
Faculty/Division | Medicine & Health
Position Number | 00189234
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Position Summary
The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The role of the Regulatory and Compliance Officer is designed to lead and strengthen the regulatory and compliance aspects of the H2Seq project. This role primarily involves navigating and ensuring adherence to privacy regulations, addressing data ownership, and sovereignty concerns associated with public health and genomics data.

The position will work closely with the Ethics Liaison Officer and reports to the H2Seq Principal Investigator and had no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Collaborate with stakeholders to navigate privacy regulations and address ethical and legal concerns related to privacy, data ownership, and data sovereignty.

- Analyse public health acts and other relevant legislations impacting the H2Seq project following from the commissioned HALC report; advise on approaches the ensure necessary actions and compliance requirements.

- Develop and implement strategies to ensure compliance with all ethical standards, working in conjunction with the H2Seq ethical advisor, including Commonwealth and state privacy principles.
- Provide expert advice on regulatory and compliance matters, including areas such as data protection, consent issues, and information sharing agreements.
- Monitor changes in legislation, guidelines, and best practices; recommend updates to internal policies and procedures as necessary.
- Collaborate with the data management team to ensure secure handling, storage, analysis and sharing of sensitive data.
- Liaise with jurisdictional legal officers to ensure the acceptability of proposed solutions.
- Assist in the preparation and submission of necessary regulatory/ethics application and/or notifications.
- Develop and implement risk assessment and risk mitigation strategies related to regulatory compliance and ethical considerations.
- Draft and establish data governance and transfer agreements, ensuring alignment with various Australian states and jurisdictions for the efficient uploading and sharing of HIV/HCV sequencing data and public health metadata into purpose-built pathogen genomics platforms such as AusTrakka.
- 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 degree with extensive knowledge and experience acquired through a combination of education and training in fields related to the H2Seq project themes in public health and health systems.
- Demonstrated experience in effective collaboration with healthcare professionals, including clinicians, laboratory scientists, public health officers, administrators, and policy experts.
- In-depth understanding of health system regulatory frameworks and licensing, with previous engagement with health regulators being advantageous.
- Proficiency in providing ongoing operational support, managing health quality systems, and adapting to the shifting terrain of health regulations.
- Excellent written and oral communication skills applicable to a diversity of stake holders
- 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.
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.