POSITION DESCRIPTION

Senior Project Officer (Research)

Position Level
8

Faculty/Division
Division of Research & Enterprise

Position Number
00097368

Original document creation
September 2021

Position Summary

The Research Ethics & Compliance Support (RECS) team coordinates committees and processes for research involving humans, animals, gene technology, radiation safety and research export controls and provides advice on legislative and other requirements in these areas. Committees include the Human Research Ethics Committees (HRECs) and its Human Research Ethics Advisory Panels (HREAPs), the Animal Care & Ethics Committees (ACECs), the Gene Technology Research Committee (GTRC), and the Radiation Safety Committee (RSC). RECS also coordinate other research compliance areas such as the use of Schedule 4D, 8 and 9 substances, drone use, research export controls and biosecurity and leads the development of the policy environment for research ethics and compliance at the University.

The Senior Project Officer (Research) is responsible for delivering project management, development and testing of a new iRECS online system for Research Ethics & Compliance Support (RECS) and roll-out to users across the University and affiliated Centres and Institutes. This includes working with the selected vendor and stakeholders across all UNSW Divisions and Faculties to improve the quality of service delivery, performing user acceptance testing, collating feedback and adjusting requirements, while contributing to the continuous improvement of business processes within the Division of Research & Enterprise. The Senior Project Officer (Research) is expected to track progress and inform the iRECS Steering Group and other senior stakeholders with accurate reports and forecasts as well as risks. The Senior Project Officer (Research) reports to the Director Research Ethics & Compliance Support and has no direct reports.

Accountabilities

Specific responsibilities for this role include:

- Establish and maintain strong, collaborative working relationships with RECS, internal UNSW departments, researchers, committees and external vendor(s) to foster engagement in the iRECS project and manage its implementation.

- Manage and influence the development of a comprehensive program to implement workflows, application forms, analytical reporting and committee/researcher/administrator environment that significantly improves the status quo of operational efficiencies.
• Work effectively as an individual as part of the RECS team and in close communication with the iRECS Project Officer (RADAR) in a fast-paced and deadline driven environment.

• Effectively use project tracking and documentation tools, methods and standards, giving special consideration to business perspectives.

• Develop wireframes, flow charts and system maps to communicate potential solutions to stakeholders, including the iRECS Steering Committee.

• Manage all iRECS project documentation and ensure it is appropriately maintained and up to date in the appropriate information management systems.

• Provide extensive recommendations to senior management from the Division of Research and IT on risks and issues that may impact on the scope, budget or schedule of the project.

• Develop and manage protocols and procedures to facilitate change management and the transition from project to business-as-usual activity.

• Identify and analyse health, safety and environmental incident trends and facilitate strategies to prevent reoccurrence.

• Undertake other responsibilities as required from time to time by the Director RECS to support research ethics and compliance.

• 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 yourself or others’ health and safety.

Skills and Experience

• Tertiary qualification in a relevant degree with demonstrated relevant experience or an equivalent level of knowledge gained through any other combination of education, training and experience.

• Demonstrated experience in providing business analytical reports, coordinating technical projects, and supporting the maintenance and enhancement of online systems through requirements gathering, wireframing, and user acceptance testing.

• Demonstrated understanding of the university research environment and concepts of ethics and compliance in research.

• High level organisation and time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and services while meet competing deadlines by using judgement and initiative.

• Excellent customer service skills and the ability to communicate effectively with all levels of staff to clearly convey ideas and information in a professional manner through written communication and other means.

• Demonstrated experience eliciting client requirements, collecting data, delivering analytical reports and resolving problems.

• Demonstrated experience in stakeholder engagement and requirements gathering for large-scale business process change and/or information system implementations.

• Outstanding written and verbal communication skills, including the ability to produce a wide range of written communication such as reports, briefings, policies, guidelines and procedures.

• 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.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to perform the role successfully.
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.