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POSITION DESCRIPTION

Research Ethics & Compliance Officer

Position Level	7
Faculty/Division	Division of Research & Enterprise
Position Number	00097145
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. RECS also coordinates other research compliance areas such as export controls, drone use, scheduled drugs and quarantine.

The Research Ethics & Compliance Officer will oversee the compliance and support for a number of research ethics committees, including providing specialist advice to all relevant stakeholders on animal research ethics matters. The role will also be critical in providing ongoing improvements to animal ethics processes and resources for researchers, including online resources as well as face to face training. The Research Ethics & Compliance Officer is expected to make significant contributions to the strategic and operational plans, policies and procedures relating to animal research ethics. The Officer will contribute to broader initiatives within the Division of Research & Enterprise, to enhance the quality of animal research and animal care.

The Research Ethics & Compliance Officer reports to the Coordinator of Research & Compliance and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide expert advice and support to researchers in their development and design of animal research ethics applications and modifications prior to committee review.

- Consult and provide expert advice to researchers in their preparation of protocol violations, deviations, progress and final reports and respond to complaints according to institutional processes.
- Support and give guidance to researchers and committee members on the use of online platforms (for example Animal Ethics Online and SharePoint) to facilitate research.
- Schedule and organise animal care and ethics committees, animal ethics executive and facility inspections, prepare and manage agendas, meeting papers and minutes, ensure the timely dissemination of meeting outcomes and that proper records are maintained for animal care and ethics committee and executive operations in accordance with legislation and institutional requirements.
- Continuously monitor animal care and ethics committee memberships to ensure that terms of membership and quorum are current and develop and foster collaborative working relationships with and amongst the members.
- Be responsible for addressing annual and other compliance requirements by external and internal regulatory bodies regarding animal research ethics, including annual reporting, monitoring of approved research, and compliance and follow up on related issues.
- Resolve complex problems and enquiries, including responding to and managing complaints relating to animal research and coordinate with the relevant animal care and ethics committee Chairpersons and Presiding Member and Director RECS.
- Contribute to the development, implementation and update of animal ethics online resources for researchers to use in their development of animal ethics applications and research projects and to ensure the University's research is conducted according to the highest ethical standards.
- Proactively utilise and identify improvements to the information systems supporting animal ethics, including SharePoint, RAMS and Animal Ethics Online, to aim at the best user experience for researchers and to ensure a secure and compliant electronic environment for animal research ethics records.
- Undertake other responsibilities as required from time to time by the Coordinator of Research Ethics & Compliance and Director of RECS to support research ethics and compliance.
- 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.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

Skills and Experience

- Degree in a relevant discipline, with a depth of subsequent experience in a research environment.
- Demonstrated experience in animal research and the development of animal research projects, including ethical considerations in the conduct of the research.
- Demonstrated analytical and creative problem-solving skills that can be applied to the assessment of animal research ethics applications.
- Comprehensive knowledge of Codes and legislation related to animal research ethics and skills to interpret accordingly, along with high-level critical thinking skills to interpret accordingly.
- Demonstrated capacity to interact with stakeholders within a research environment to provide expert advice on animal ethics.
- Ability and willingness to provide secretariat support to ethics committees according to the highest standards of record management and working within a paperless, electronic environment.
- Proven ability to analyse research related policies and guidelines and apply to guide stakeholders through the ethical review process.
- Knowledge and experience working with research related legislation, regulations and compliance frameworks.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

About this document

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.