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it matter.**

POSITION DESCRIPTION

Coordinator Biosecurity & Radiation Research

Faculty/Division	DVC-Research and Enterprise
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	1 June 2022

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 Committee (HREC) 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 coordinates other research compliance areas such as the use of Schedule 8 and 9 substances, drone use and biosecurity and leads the development of the policy environment for research ethics and compliance at the university.

The Coordinator Biosecurity & Radiation Research manages the operations of the GTRC and the RSC as required by relevant legislations. The incumbent is responsible for ensuring that the GTRC and RSC receive high-quality support and that applications coming to the committees are of high standard. The incumbent also works in close liaison with the University's Biosafety Coordinator and Radiation Safety Officer to ensure research compliance across the University and leads the accreditation and renewal processes for Approved Arrangements.

The Coordinator Gene Technology & Radiation Safety reports to the Manager, Research Ethics & Compliance and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Be responsible for the operation and management of the University's Gene Technology Research Committee (GTRC) and the Radiation Safety Committee (RSC) as well as Approved Arrangement accreditation as required by relevant legislation.
- Engage the research community in the positive uptake compliance by providing a user-friendly environment with helpful technical advice and intuitive support tools.
- Ensure the research community is aware of the legislative requirement for their research activities through designing and organising trainings either face-to-face or online.
- Provide high level advice and support to researchers in their applications to the GTRC & RSC prior to committee review.
- Liaise with the respective Regulators on behalf of the University, on all matters relating to compliance including application submission, licence renewal & variation, audits and regulations reviews.
- Provide high level advice to researchers in their preparation of notifications of incidents, protocol violations and deviations and progress and final reports and respond to complaints according to institutional processes.
- Build, maintain and consistently improve links between the Committees and support staff network to strengthen compliance systems through workshops, round tables and digital initiatives.
- Be responsible for addressing annual and other compliance requirements by external and internal regulatory bodies, including annual reporting, monitoring of approved research, and compliance and follow up on related issues.
- Undertake other responsibilities as required from time to time by the Director of RECS to support research 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 on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence in a research environment gained through any combination of education, training and experience.
- Demonstrated experience in managing and implementing improvements to business processes and regulatory compliance in the higher education sector.
- High level analytical and creative problem-solving skills that can be applied to the assessment of research applications.
- Demonstrated high-level capacity to interact with stakeholders within a research environment to provide expert advice on research compliance.
- High-level knowledge of legislation related to research compliance and skills to interpret accordingly.

- Proven ability and willingness to provide secretariat support to committees according to the highest standards of record management and working within a paperless, electronic environment, and to manage other staff to support these activities.
- Exceptional digital skills including design & maintain websites and online training courses.
- Proven ability to provide strategic advice on legislation, policies and procedures within a research management environment.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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 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.