



POSITION DESCRIPTION

Research Governance Officer

April 2023

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Research Division
School / Section	Research Governance
Location	Hobart
Classification	<u>HEO Level 7</u>
Reports to	Manger, Research Governance

The Opportunity

The Research Governance Officer makes an essential contribution in facilitating a strong culture of research compliance and governance at the University of Tasmania. The Research Governance team works to ensure and monitor compliance across the research lifecycle. The position works across multiple teams in a collaborative manner, and with a range of internal and external stakeholders.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

Provide expert advice and support for the continuous improvement and implementation of the Research Governance Framework and support to Divisions and Colleges/Schools to implement and improve existing governance processes and practices – specifically, but not limited to Clinical Trials, Biosafety, Biosecurity, Scheduled Substances, Defence Export Controls and Gene Technology.

Key Result Areas

- Provision of knowledgeable interpretation of complex compliance obligations and application to University processes.
- Development and implementation of innovative, high standard, and well-structured systems and supporting materials including guidelines, policies, and procedures.
- Delivery of information sessions and training to educate regarding and promote, the Research Governance Framework and compliance.
- Conduct effective continuous improvement internal monitoring for compliance and UTAS sponsored clinical trials and contribute to the preparation of reports to regulatory bodies. Engage widely across the institution to promote a culture of compliance and best practice.
- Provide expert operational advice and support to Divisions and Colleges/Schools to enhance and improve existing governance processes and practices – specifically, but not limited to Clinical Trials, Biosafety, Biosecurity, Scheduled Substances, Defence Export Controls and Gene Technology.
- Undertake compliance and risk assessment due diligence of proposed research activities.
- Effective consultation with key stakeholders both internally and externally.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity, and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation, and discrimination.

Success profile

Personal Attributes

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- Communicative: Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.
- Innovative: Able to produce new ideas and adopt radical solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.

Core Capabilities

- Self-Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Well Managed Delivery and Performance: Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems, and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- Leading Change: Involves colleagues in designing, co-creating, and exploring the changes that will affect them. Ensures lasting adoption of changes by combining established change management practices with people-centred design and behavioural science.

Role Specific Skills, Knowledge and Experience

- Experience in clinical trials; compliance, governance, and auditing, and/or biosafety and biosecurity.
- Successful experience in managing complex projects and working as part of a team to delivering agreed outcomes.
- Demonstrated understanding of, and ability to analyse and apply current legislation, regulations, and standards into internal policy, procedures, and guidelines.
- A strong track record in creating effective working relationships with a diverse range of stakeholders and demonstrated success in achieving best practice outcomes.
- Ability to develop policies and procedures and deliver training and information sessions to people from a range of backgrounds and experience levels.
- Advanced written and verbal communication skills, with a high level of attention to detail.
- High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines and the ability to operate autonomously.

Qualifications and Licences

Relevant tertiary qualification with a depth of subsequent experience in research governance and/or clinical trial research, or equivalent knowledge gained through any combination of education, training, and experience.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

Occasional intrastate travel maybe required.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position