

## Executive Officer (Research Ethics)

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<b>College/Division</b>	Academic Division, Research and Research Training Portfolio
<b>School/Section</b>	Research Ethics Unit, Office of Research Services
<b>Location</b>	Sandy Bay
<b>Classification</b>	HEO6
<b>Reporting line</b>	Reports to Manager, Research Ethics Unit

### Position Summary

The University of Tasmania (UTAS) is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Research Ethics Unit (REU) upholds the institution's research ethics framework, support services and promotes the responsible conduct of research undertaken by the University and affiliated organisations.

The Executive Officer will provide high quality, customer-focused professional services and the provision of expert advice and training. The Executive Officer effectively and efficiently manage the operations of research ethics, the University's research ethics committees and the REU. The Executive Officer will support the compliance and operations of research ethics and the production of official briefings and associated correspondence. This includes acting as secretary to ethics committees, and the administration of ethics procedures, processes and systems.

The position requires the incumbent to possess the ability to interpret and apply University policies and procedures, in addition to legislation and compliance obligations related to ethics, and provide support to the University research community by providing training and guidance related to these requirements.

As issues relating to ethics are often complex and confidential, the Executive Officer must exercise mature judgement and confidentiality, and communicate with sensitivity and discretion in the course of their work.

**We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Effectively and efficiently manage the business of University ethics committees, and support the ethical review and monitoring of research projects.
- Provide high-quality service to the University research community, including coordination of committee member recruitment, induction and the provision of ongoing training and education.
- Interpret University policies and procedures, in addition to the *National Statement for Ethical Conduct in Human Research*, the *Australian Code for the Responsible Conduct of Research*, and the *Australian code for the care and use of animals for scientific purposes*, and provide expert advice to committee chairs, committee members and researchers on compliance obligations.
- Provide timely advice and guidance to researchers on expectations for the quality of ethics applications, committee processes, ethical issues and operational support on the use of the Ethics

Review Manager (ERM) system. This includes the provision of reviews and issue of approval of low-risk applications, reports, amendments and other submissions to the REU.

- Maintain accurate records relating to ethics reviews and committee decisions, and prepare correspondence and reports as required. Deliver support to researchers and REU staff in the submission, review and maintenance of ethics documentation in the University's Ethics Review Manager (ERM) system.
- Liaise with researchers and external stakeholders, and aim to clarify and resolve issues that may stem from the exchange of information between committees and researchers.
- Contribute to the development, organisation and presentation of training material relating to research ethics, including seminars and workshops for committee members, academic staff and research students.
- Undertake other duties as assigned by the Manager.

#### What We're Looking For (success criteria)

- A degree in a relevant area or an equivalent combination of relevant experience, education and/or training.
- Demonstrated high-level written and verbal communication skills, including in the preparation of reports and the ability to liaise effectively with stakeholders, with particular emphasis on attention to detail.
- Exceptional organisational skills with the capacity to act autonomously and within a team environment, the ability to prioritise tasks and meet deadlines, the ability to operate within guidelines, using discretion and sound judgement, and the ability to work cooperatively within a small team
- Demonstrated ability to prepare and deliver training material and information sessions to people from a range of backgrounds and experience levels
- Extensive experience in providing executive support and advice to a committee and experience of working within a governance framework
- Demonstrated capacity to develop and manage processes, implement policy and procedures, and achieve outcomes within agreed deadlines and with minimum supervision
- Experience in a research institution, the higher education sector, government or industry

#### Other position requirements

- Desirable to have experience in research ethics, or in the preparation or assessment of applications for ethical clearance.

#### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here: <https://www.utas.edu.au/jobs> <https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*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 above may be altered in accordance with the changing requirements of the position.*