



Position Description

Human Research Ethics Partner

Research Integrity Unit

Office of the Pro Vice-Chancellor Research (Performance and Governance)

Classification	Level 6
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	9 October 2024

Office of the Pro-Vice Chancellor Research (Performance and Governance)

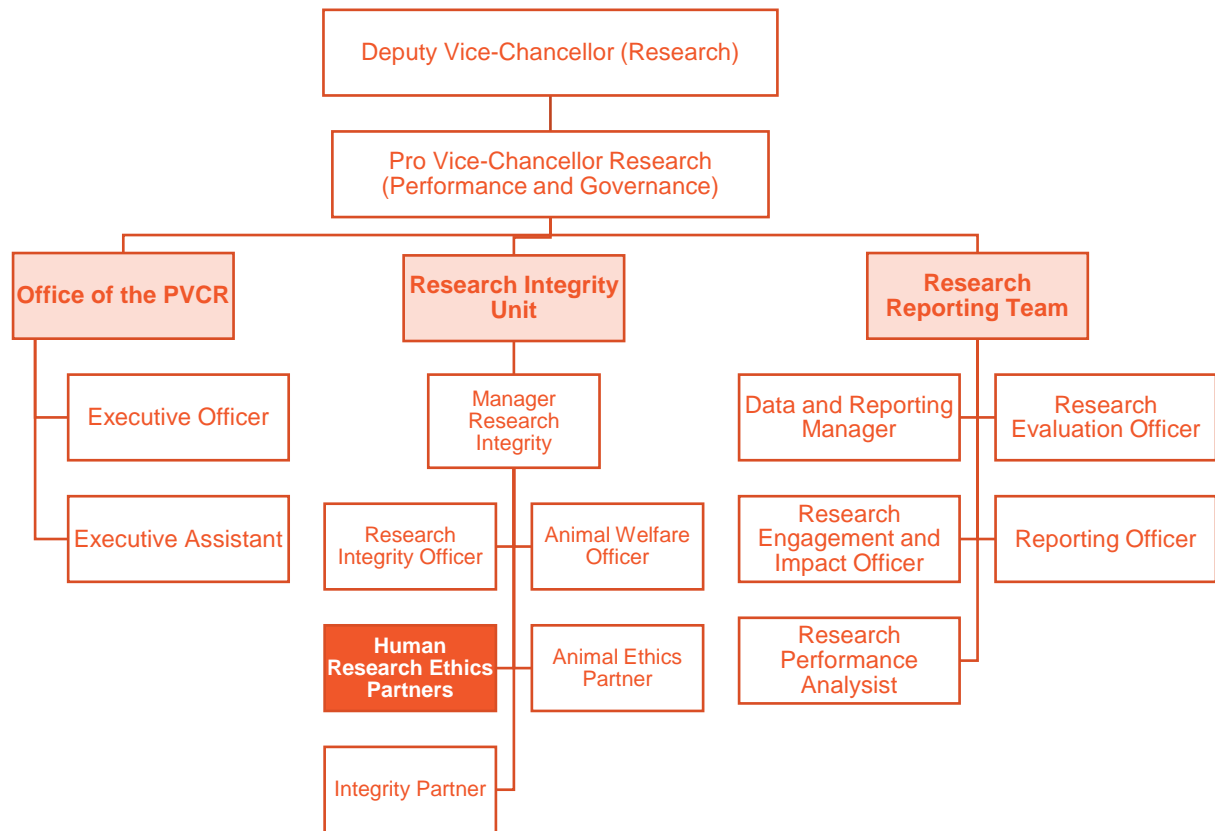
Research Integrity Unit

The [Research Integrity Unit](#), within the Office of the Pro-Vice Chancellor Research (Performance and Governance), promotes and enables the responsible conduct of research and teaching at Charles Sturt University. The Unit provides advice on all aspects of research ethics and integrity and supports the University's Human Research Ethics Committee, Animal Ethics Committee, Institutional Biosafety Committee, National Security Compliance Committee and the Radiation Safety Committee.

The Research Integrity Unit maintains a framework for the responsible conduct of research and provides a foundation for high-quality research, credibility and community trust in the research endeavour.



Organisational chart



Reporting relationship

This position reports to: Manager, Research Integrity

This position supervises: NA

Key working relationships

- Human research ethics committee
- University researchers and academics
- University audit and compliance roles



Position overview

The Human Research Ethics Partner provides operational advice and coordinates a range of activities associated with quality assurance and compliance functions as they relate to the Human Research Ethics Committee of Charles Sturt University.

Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.
- Provide governance and administrative support to the committee, including:
 - Advise on and manage governance issues based on the terms of reference, policy, current issues and the advice of relevant staff.
 - Process committee business items using the research information management system.
 - Produce accurate agendas, minutes and other committee documentation within agreed timeframes.
 - Interpret and clearly articulate the decisions of the committee in minutes, action sheets and follow up communications with stakeholders
 - Ensure effective communication between the committee executive, committee members, the Research Integrity Unit, committee applicants and other relevant stakeholders within the University.
 - Maintain records in relation to the governance and administration of the committee according to University standards.
 - Update and maintain committee online resources and webpages.
 - Administer the appointment process for new and continuing committee members
- Develop an understanding of the regulatory framework in which the committee must operate in order to provide general advice in relation to the subject area of the relevant committee
- Review systems and processes, having regard to the various needs of users and make recommendations for improvements.
- Contribute to the development and review of policy, procedure and business processes relevant to the area of the committee.
- Assist in providing induction and training for the committee executive and general members in relation to their roles and responsibilities.
- Contribute to reports for university stakeholders such as management and governance bodies.
- Compile data and gather information to facilitate annual reporting to regulatory bodies, maintaining licenses or accreditations as applicable.
- Coordinate committee budgets and financial transactions as required.
- Other duties appropriate to the classification as required.



Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Creates Innovative Solutions	Uses methodologies that open up creative thinking and transform ideas into actionable plans and strategies. Reflects on outcomes and drives ongoing improvement.	Influence self
Connects		
Communicates with Influence	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence self
Achieves		
Plans and Prioritises	Effectively plans and aligns priorities with strategy. Effectively allocates and utilises resources to achieve goals.	Influence self
Optimises Outcomes	Consistently achieves desired results as evidenced through measurement. Recognises accomplishments by praising achievements and sharing success stories to promote learning.	Influence self

This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt [Capability Framework](#).

Capability	Capability description	Level of influence
Enablers		
Practices Effective Governance	Refers to policies, processes and guidance to support effective decision making and applies risk management processes to mitigate risk and proactively manage safety and compliance obligations.	Influence self

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 600 km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 15 kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree, normally 2 or more years' subsequent relevant experience to consolidate the theories and principles learned; or extensive experience leading to either the development of specialist expertise or to the development of broad knowledge in compliance; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven experience working both independently and as part of a team, and contributing to the development of enhanced work systems.
- C. Ability to manage competing tasks and priorities by consistently meeting expectations and timeframes at a high standard.
- D. Strong verbal and written communication skills to clearly convey concise or complex information.
- E. Demonstrated commitment to continuous improvement, identifying objectives or practices that align with operational plans.