

POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Ethics Officer

POSITION NUMBER	0044449
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Kate Murphy Tel +61 3 8344 2073 Email k.murphy@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

The Office of Research Integrity and Ethics provides guidance, education and training and support for ethical research, innovation and commercialisation.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Ethics Officer (Human Research Ethics) serves as secretary to one of the University's Human Research Ethics Sub-Committees, manages its business, provides expert advice to the committee chair and committee members on administrative and regulatory requirements relating to human research ethics and acts as the committee's liaison officer with researchers, student supervisors, departments and other institutions or agencies. The role will be responsible for the preparation of committee agenda papers, following up and finalising project approvals and amendments, ensuring currency of the ethics records, assisting in monitoring and auditing of projects and undertaking other administrative tasks as required. The incumbent also provides advice and assistance to academic staff and research students on committee processes, protocols and ethical issues and is involved in the development and implementation of information resources and training programs for committees and researchers.

The position requires sound knowledge of relevant University policy and procedures, the National Statement on Ethical Conduct in Human Research (2007 - updated 2015), the Australian Code for the Responsible Conduct of Research (ACRCR) and other Commonwealth and State legislation and guidelines, and of the ethical standards, approval and reporting processes required by research agencies and granting bodies in Australia and overseas. Excellent oral and written communications skills and a demonstrated ability to deal with a large volume of business are also essential. Given the potential sensitivities of the subject areas involved in human ethics the incumbent is expected to show discretion and maturity in the conduct of her/his work.

The incumbent will also act as secretary to the Central Human Research Ethics Committee (HREC) or the other Human Ethics Sub-Committees from time to time, as required. The position reports to the Manager, Human Research Ethics.

The Ethics Officer will play an important role in the further development and implementation of the University research ethics policies and processes and so contribute to the University's strategic goal to uphold the highest standards of ethical conduct and regulatory compliance. As a member of RIC the role will work with colleagues to review and refine processes and policies to deliver quality services efficiently and effectively.

Reporting line: Manager, Human Research Ethics

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: The incumbent receives direction from the Manager, Human Research Ethics and the relevant Chair of the Human Ethics Sub-Committees. The position operates within a broad policy framework and within the strategic objectives of the Research Ethics and Integrity group within RIC at the University of Melbourne. The Ethics Officer, Human Research Ethics interacts with academic and general staff at all levels, research students in all faculties and external agencies and individuals as required. The position deals with a wide range of policy and administrative issues associated with human research ethics and from time to time will also be involved in providing expert advice and more especially contributing to information and education programs about research integrity.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- To act as secretary to one of the University's Human Research Ethics Sub-Committees and to take full responsibility for the committee and all its related business. This involves preparation of agenda papers, accurate minute taking, preparing follow up correspondence including liaison with researchers and departments. In this role the incumbent requires a good understanding of different research methodologies and the terminology used in those disciplines.
- To provide information, advice and support to the relevant committee Chair, committee members, academic staff and research students on regulatory requirements, committee processes, protocols, and ethical issues as they relate to human research. This includes interpreting policy and regulatory requirements to people from a range of backgrounds with varying needs.
- To ensure, together with the relevant committee, that research protocol approvals comply with relevant guidelines, requirements and legislation through critical review and liaison with committee members, Human Ethics Advisory Groups and researchers and relevant external bodies, when required.
- To plan, implement and evaluate strategies to improve the administration of and help ensure the efficient and effective functioning of all four sub-committees of the Central Human Research Ethics Committee by working closely with the Manager, Human Research Ethics.
- To contribute to the development, organisation and presentation of educational resources and training programs, seminars and workshops for committee members, researchers and post-graduate students relating to human research ethics and research integrity more broadly.
- To contribute to the effective functioning of the human research ethics team, Research Ethics and Integrity group and RIC colleagues by working cooperatively offering advice and support as appropriate, and implementing continuous improvement of services

Selection Criteria:

Education/Qualifications

1. The appointee will have: a degree, preferably in a relevant discipline with subsequent relevant experience in an academic or research institution; or equivalent qualifications or training and experience, and relevant work experience in an academic or research environment.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Demonstrated experience in committee administration including a sound understanding of committee policy and procedures and reporting structures, ideally in University research administration, demonstrating initiative, planning skills and excellent organisational ability that illustrates effective time management and careful attention to detail.
4. Well developed communication skills including the ability to: write accurate and concise minutes; synthesise information and write careful responses reflecting committee decisions on complex and sensitive issues; draft policy papers; prepare advisory notes, develop and present training materials, deal with a wide variety of people and to impart confidential and complex information in a sensitive yet clear manner.
5. A sound understanding of qualitative and quantitative research methodologies and related ethical issues. A background in this area would be useful.
6. Sound knowledge of the codes, requirements and guidelines that govern human research ethics in particular and research integrity more broadly, in particular knowledge of NHMRC National Statement on Ethical Conduct in Human Research (2007) (updated 2015) and the Australian Code for the Responsible Conduct of Research.
7. Demonstrated ability to manage a large workload successfully, sometimes within tight timeframes.
8. The ability to identify issues in human research ethics including possible points of concern or contention, and to assess how these can be most effectively handled, including the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues.
9. Demonstrated ability to work both independently and as a member of a small professional specialist team.
10. Demonstrated high level computer skills.

Desirable:

11. Experience and demonstrated achievements working in the area of human research ethics, preferably in an academic or research environment.
12. An awareness of knowledge of trends and current expectations of researchers and the wider community in respect of human research ethics and research integrity more broadly.