

Position Description

Compliance Officer

Position No:	NEW
College:	Science, Health and Engineering
School:	Life Sciences
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed term, Full time
Position Supervisor:	Senior Director
Number:	50144623
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Life Sciences – <http://latrobe.edu.au/school-life-sciences>

For enquiries only contact:

Dr Veronica Borrett, TEL: (03) 9032 7457, Email: v.borrett@latrobe.edu.au

Position Description

Compliance Officer

Position Context

Australian Research Council (ARC) Industrial Transformation Research Hub for Medicinal Agriculture (ARC MedAg Hub)

The ARC MedAg Hub is the first of its kind in Australia. The \$24+ million initiative, supported by Australian government, industry and university funds, aims to transform the production of high quality, plant derived therapeutics into an integrated, Australia-wide industry that spans primary producers and manufacturers.

Based at the AgriBio Building, at La Trobe University's (LTU) Melbourne Campus, the ARC MedAg Hub is the first of several initiatives arising from the \$50 million commitment to the La Trobe Institute for Agriculture and Food (LIAF), a state-of-the-art research and education training institute which holds a central position in the university's research and innovation precinct.

The ARC MedAg Hub comprises agricultural and biomedical researchers along with existing and new industry partners (see below). In collaboration with industry, this multi-disciplinary research hub addresses cultivation, germplasm generation, novel extraction technologies and chemistries, through to the discovery and functional characterisation of novel lead compounds metabolites (cannabinoids and terpenes) and peptides.

By bringing together exceptional research capabilities and industry expertise, the resulting knowledge from the ARC MedAg Hub will be applicable across related industries, drive better health outcomes through leading innovation in medicinal agriculture and build the specialised workforce needed to underpin Australia's developing medicinal agriculture industry.

Partners

- La Trobe University - lead
- Cann Group Limited
- Hexima Ltd.
- Olivia Newton-John Cancer Research Institute
- The University of Melbourne
- Under the Tree Biopharmaceuticals Pty. Ltd.
- Bioplatforms Australia (BPA)
- SensaData Pty. Ltd.
- Photon Systems Instruments (PSI)
- Palo Alto Research Centre Inc (PARC), a Xerox subsidiary

The position primarily involves the development, implementation and oversight of the ARC MedAg Hub compliance requirements in relation to activities involving controlled or scheduled substances and materials in conjunction with the ARC MedAg Hub Directors and Senior Researchers, the University and School of Life Sciences compliance teams, and our industry partners. The role will be focused on ensuring compliance with the requirements of the Office of Drug Control Australian Department of Health (ODC) in relation to research on medicinal cannabis, the Victorian Department of Jobs, Precincts and Regions (DJPR) in relation to research involving hemp and other controlled substances, and other State and Federal bodies relevant to the MedAg Hub research programs.

The employment period is for 3 years at Level HEO 7.

Duties at this level include:

The successful applicant will

- Provide the MedAg Hub with expert advice on compliance obligations to the ODC, DJPR, LTU, and other relevant bodies (and Industry Partners) and support the implementation and development of the ARC MedAg Hub compliance regime.
- Support the ARC MedAg Hub research program by providing high quality advice on the application and implementation of compliance requirements relevant to the research program.
- Lead the development of new compliance documents in relation to the operational activities of the ARC MedAg Hub and carry out the regular review of existing and new documents, for example SOPs.
- Manage effectively all compliance registers, access and documentation requirements.
- Establish training programs and be responsible for the training of all Med Ag Hub personnel (Staff and Students) on relevant compliance protocols.
- Monitor compliance with the MedAg Hub protocols and procedures
- Liaise with the regulatory and/or R&D teams of industry and research partners and with the university risk and compliance teams, to ensure that the MedAg Hub compliance systems have considered broader compliance requirements and interface appropriately.
- Prepare reports as required by regulatory bodies such as but not limited to the ODC, DJPR, LTU, and facilitate the submission of these reports and other required documentation.
- Initiate the preparation of any new applications, amendments, or renewal of permits and licences, as required, in relation to the research operations of the ARC MedAg Hub.
- Undertake other duties commensurate with the classification and scope of the position.

Key Selection Criteria

- Completion of a bachelor's degree in science or a compliance related discipline or equivalent qualifications or experience.
- Demonstrated knowledge of the development and implementation of regulatory and compliance requirements for Scheduled Substances.
- Well-developed interpersonal skills and a demonstrated ability to communicate complex information clearly both orally and in writing with an emphasis on the ability to evaluate, analyse and relay information succinctly in layman's terms.
- High level organisational skills: the ability to set priorities, meet deadlines, initiate and follow-up actions in relation to compliance requirements, with minimal supervision. Demonstrated high level of self-motivation and personal management skills.
- Ability to liaise effectively with a range of people including within LTU and with key staff associated with the licence/permit applications and submissions, scientific collaborators and with industry partners and government bodies.

DESIRABLE

- Experience in working with, or the implementation of, the provisions of the ODC.

Other relevant information:

- The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- comply with the Australian Government Department of Health Office of Drug Control guideline standards for Fit and Proper Persons and Suitable Staff <https://www.odc.gov.au/>; AND
- undertake a current (within the last 12 months) national police check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards; AND
- The position will involve sponsored research with industry partners requiring the employee to agree to confidentiality clauses as well as assignment of Intellectual Property (IP) rights to the University. While this will not prevent publication, it may cause some delays as processes to protect IP are implemented.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: