

# POSITION DESCRIPTION

Research, Innovation and Commercialisation  
University Services

## Associate Director, Research Governance and Quality

**POSITION NUMBER** 0047454

**PROFESSIONAL  
CLASSIFICATION  
STANDARD/SALARY** Senior Manager 1

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full Time (1 FTE)

**BASIS OF EMPLOYMENT** Continuing

**HOW TO APPLY** 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.

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

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellor and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellor to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, biorisk management, animal welfare and export controls.
- The Finance and Operations teams of Risk & Corporate Services, Finance and Systems provide strategic and operational support to the multi-disciplined areas of RIC.

## 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 strive for excellence and reach the targets of Growing Esteem.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Associate Director, Research Governance and Quality is a critical role in the Research Ethics & Integrity unit and also plays an important senior role in the Research Innovation and Commercialisation team. This role provides high-quality expertise-based advice and leads the operational delivery of expert services to support the regulatory and compliance functions of research in the areas of biorisk (biosafety, biosecurity, gene technology), animal welfare, export controls & sanctions and soon to be established clinical trials and quality assurance (animal care and use). The incumbent develops and leads significant University-wide projects to support the efficient and effective management of the University's risks with respect to their portfolio.

The Associate Director, Research Governance and Quality is also responsible for leading and developing a professional team to provide high-quality, client-focused expert services to multiple stakeholders and to continuously improve University performance in managing biorisk, animal welfare and export controls.

Reporting line: Director, Office of Research Ethics and Integrity

No. of direct reports: 6

No. of indirect reports: 1 to 5

Direct budget accountability: nil

### **Key Dimensions and Responsibilities:**

Task level: Extensive

Organisational knowledge: Significant

Judgement: Extensive

Operational context: Whole of University: Deans Heads of Schools, Associate Deans Research, Faculty Facilities Managers and Directors, REI direct/indirect reports and teams, Animal Welfare Ethics Committee, including senior academics, members of the public. External stakeholders: equivalent level regulators at state, commonwealth and overseas departments.

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:**

- Provide high level strategic advice to the Director, OREI on complex issues relating to the research governance of biosafety, biosecurity, gene technology, animal welfare, quality assurance, export controls and sanctions.

- Engage, influence and inform University research stakeholders on the strategic direction, policies and guidelines to ensure the positive uptake of biorisk, animal welfare, animal care and use, and export controls/sanctions compliance.
- Develop effective partnerships and alliances with key internal stakeholders and facilitate their contribution to the ongoing management and maintenance of compliance systems, solutions, policies and service catalogue with the aim to reduce occurrences of non-compliance
- Plan design and deliver programs that support business effectiveness and innovation including analysing, evaluating and recommending new technology and process solutions that can enhance/complement the portfolio programs and outcomes
- Lead and oversee the operational implementation of policy and process components of the Commonwealth and State regulatory frameworks and resulting University regulatory framework, through the design and delivery of annual reporting, approved research monitoring and issues resolution.
- Enable delivery of training and education on biorisk (biosafety, biosecurity, gene technology), animal welfare, animal care and use, and export controls and university-wide sanctions
- Lead a team of specialised professionals to deliver on portfolio goals and support the team to continuously grow professional skills, customer service and partnering capability.
- Undertake business planning and budget management for projects within Research Innovation and Commercialisation for strategic projects
- Advise the Director, OREI of incoming complaints, serious adverse events and possible non-compliance and how they relate to active protocols, including oversight of initial responses and deputise for the Director, OREI in their absence.
- Play a significant role in the OREI Leadership Team, including attendance and active contribution at weekly meetings and ongoing collaboration to find common solutions.
- Undertake other responsibilities as required from time to time by the Director OREI to support research ethics, integrity and compliance.

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have: a postgraduate qualification in a relevant discipline and/or equivalent mix of education and significant relevant experience

#### **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. Extensive relevant experience within a large, complex organisation (preferably within the higher education sector) in governance, developing actionable and pragmatic solutions for risk management, policy and process within a regulatory framework

4. Demonstrated ability to proactively build and manage quality relationships with internal and external stakeholders and communicate with influence
5. Highly developed leadership skills and experience managing teams of specialised staff providing services in a fast-paced and complex compliance environment
6. Excellent interpersonal skills and communication skills including the ability to represent the organisation externally
7. Demonstrated ability to exercise initiative, independent judgement, including the ability to deal with sensitive and confidential information discretely, and apply analytical, creative problem solving and planning skills
8. Demonstrated ability to think strategically and provide high level policy advice to senior stakeholders