

Position Description

Adviser, Research Ethics



Details

Area	Research and Innovation
Team	Research Planning and Governance
Employment	Fixed term (2 years)
Location	Flexible
Classification	HEW 6
Reports to	Manager, Research Ethics

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plans](#)

[Benefits of working at Deakin](#)

Position Description

Adviser, Research Ethics



Overview

The Advisor, Research Ethics is responsible for ensuring the effective processing of human research ethics applications at Deakin through the provision of support to Deakin's Human Research Ethics Committee (DUHREC), faculty based Human Ethics Advisory Groups (HEAGs), researchers and the Research Ethics team.

Reporting to the Manager, Research Ethics the Advisor, Research Ethics will;

- Support the central administration of the Australian Code for the Responsible Conduct of Research and required approval processes in relation to research involving humans.
- Deliver effective and efficient support for researchers and work closely with the Research Ethics team, DUHREC, Faculty HEAGs, Faculty staff and students seeking human ethics approval.
- Provide high level advice to DUHREC, Faculty HEAGs, staff and students on the use of human participants in research in accordance with legislative requirements and University policy.
- Implement and monitor a wide range of administrative tasks associated with human and animal research ethics, to ensure the efficient management of human research ethics within the University.

Accountabilities

- Plan and oversee research ethics projects/activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

- A Degree with subsequent relevant experience; or
- An equivalent combination of relevant experience and/or education/training.
- Experience in administration and related activities in a large organisation with complex administrative structures, policies and procedures.
- Experience in operating in a high-pressure diverse environment.
- Knowledge of human research ethics in a University environment a plus.

Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.