

## POSITION DESCRIPTION

<b>Position Title</b>	Research Ethics & Integrity Officer		
<b>Organisational Unit</b>	Research Services		
<b>Functional Unit</b>	Office of the Deputy Vice-Chancellor Research		
<b>Nominated Supervisor</b>	Manager, Research Ethics & Integrity		
<b>Higher Education Worker (HEW) Level</b>	7	<b>Campus/Location</b>	North Sydney
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	August 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

*Our Mission: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that make the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR, RESEARCH

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The Deputy Vice-Chancellor Research leads ACU's research intensification strategy and is responsible for overseeing all aspects of the ACU Research Portfolio, including research and research training. The Office of the Deputy Vice-Chancellor Research is responsible for the University's research strategy framework, policies, governance, research data analysis and reporting, research contracts and funding management, research committees, and research staff performance.

The Office of the Deputy Vice-Chancellor Research collaborates with the Faculties and Research institutes in implementing the strategic research direction of the University and provides support for research excellence.

## POSITION PURPOSE

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The Research Ethics & Integrity Officer provides assistance to the Manager, Research Ethics & Integrity and the Senior Research Ethics Officer, in ensuring that:

- research undertaken by or through the University demonstrates best practice in relation to both internal and external research ethics, integrity and governance requirements; and
- the University is equipped to meet its research ethics, integrity and governance requirements through the development of sound research ethics and integrity policies, guidelines and procedures; and
- the University promotes a positive and ethical research culture.

Further, the position may be required to provide assistance to the Manager, Research Ethics & Integrity, on a variety of other ethics and safety matters, such as those relating to research with animals, institutional biosafety, export controls and others as required.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Participate in the design, implementation and ongoing management of a research integrity framework at the University, including research integrity advisors, education and training for research staff and students, and processes for reviewing and resolving breaches and allegations of research misconduct.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and System</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓
Contribute to the development of policies and procedures to meet legal and best practice requirements in research integrity.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and System</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓
Conduct initial assessments of research integrity complaints and make recommendations on appropriate action for the Manager, Research Ethics & Integrity's review.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and System</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			
Assist the Manager, Research Ethics & Integrity and Senior Research Ethics Officer in ensuring that ACU's ethics systems and processes are appropriately administered.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓

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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Assist the Senior Research Ethics Officer in administering HREC meetings, including secretariat support and compilation of meeting papers. Further, the position may be required to assume responsibility for these duties in the absence of the Senior Research Ethics Officer.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul>	✓			
Assist the Senior Research Ethics Officer in administering ethics applications, including records management and processing of low and negligible risk research. Further, the position may be required to assume responsibility for these duties in the absence of the Senior Research Ethics Officer.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul>	✓			
Contribute to the development and delivery of training in research ethics and integrity. In addition, serve as the first point of contact for, and provide support to, ACU's research integrity advisors.	<ul style="list-style-type: none"> <li>Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> <li>Coach and Develop</li> </ul>				✓
Provide advice to stakeholders on matters relating to research ethics and integrity. In addition, serve as the first point of contact for, and provide support to, ACU's research integrity advisors.	<ul style="list-style-type: none"> <li>Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> <li>Coach and Develop</li> </ul>				✓
Support the Research Ethics & Integrity Team, Human Research Ethics Committee (HREC) and faculties in promoting a culture of ethical research for staff and students (HDR and Honours) through the development and provision of training activities.	<ul style="list-style-type: none"> <li>Communicate with Impact</li> <li>Coach and Develop</li> <li>Know ACU Work Processes and Systems</li> </ul>				✓

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Engage with local and national research ethics and integrity networks and regulatory bodies.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Assist the Manager, Research Ethics & Integrity, in the design, implementation and ongoing-management of a research integrity framework at the University, including faculty-based research integrity advisors, education and training for research staff and students, and processes for reviewing and resolving breaches and allegations of misconduct.
- Support the management and administration of a large committee comprising internal and external members across a number of states and campuses, ensuring that the committee remains quorate and continues to function effectively and harmoniously.
- Assist the Research Ethics & Integrity Team in integrating ethics and integrity processes and guidelines into ODVCR systems, to encourage a seamless experience for researchers who are required to use ORION and Research Master.
- Assist the Research Ethics & Integrity Team in ensuring that external and internal reporting requirements are met in a timely and accurate manner.
- Encourage a strong culture of research ethics and integrity amongst ACU staff and students.
- Keep abreast of changes to external requirements, such as state and commonwealth legislation and guidelines to ensure that the University's research ethics, integrity and safety policies, guidelines and procedures continue to meet the necessary standards.

### Decision Making / Authority to Act

- Determines priorities and has authority to adapt procedures without changing existing policies or project deadlines. Work tends to be reviewed after the completion of each task.
- Responds to routine and complex enquiries, referring some complex matters to the Senior Research Ethics Officer and Manager, Research Ethics & Integrity.
- Recommends process improvements with a focus on accuracy and efficiency.
- Provides advice on research ethics and integrity policy and process to the Manager, Research Ethics & Integrity, to ensure that ACU continues to uphold the highest standards and meet its legal obligations in relation to research ethics and integrity.

### Communication / Working Relationships

- This position works closely with, the Manager, Research Ethics & Integrity, the Senior Research Ethics Officer, and the Chair, HREC, on all matters relating to human research ethics at ACU.
- The position works closely with the Manager, Research Ethics & Integrity, and the Chair, HREC, on all matters relating to research integrity at ACU.
- The position works closely with, and provides service and support to, ACU's research integrity advisors.

- The position works closely with academic staff and students to assist them during all stages of the administration of their ethics applications, to offer advice and training in relation to the *National Statement on Ethical Conduct in Human Research* of the *Australian Code for the Responsible Conduct of Research*, and other relevant guidelines, and to encourage and foster a strong culture of research ethics and integrity.
- The position works closely with internal and external members of the Human Research Ethics Committee, to provide training and assistance to enable them to carry out their duties and to understand the system requirements in relation to their review of ethics applications.

### Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

### SELECTION CRITERIA

#### Qualifications, skills, knowledge and experience

1.	A degree with subsequent relevant experience in research management, particularly human research ethics and research integrity; or an equivalent combination of relevant experience and/or education/training.
2.	A thorough knowledge of the <i>National Statement on Ethical Conduct in Human Research</i> , the <i>Australian Code for the Responsible Conduct of Research</i> , and their implications for the conduct of research in the university environment (Desirable).
3.	Demonstrated skills and experience in case management, or the investigating and resolving of complaints or grievances, preferably in a legal or academic setting (Desirable).
4.	Demonstrated skills and experiencing in committee management and administration, including proficiency in minute taking (Desirable).

#### Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.
7.	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
8.	Take personal accountability for achieving the highest quality outcomes through understanding the regulatory frameworks at ACU and striving to deliver the best at all levels.
9.	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.

10.	Make informed, evidence-based decisions by sourcing and interpreting University and business information.
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**Other attributes**

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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