

Research Integrity Officer

Research Integrity, Ethics and Compliance Unit
Office of the Deputy Vice-Chancellor
(Research and Engagement)

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	March 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

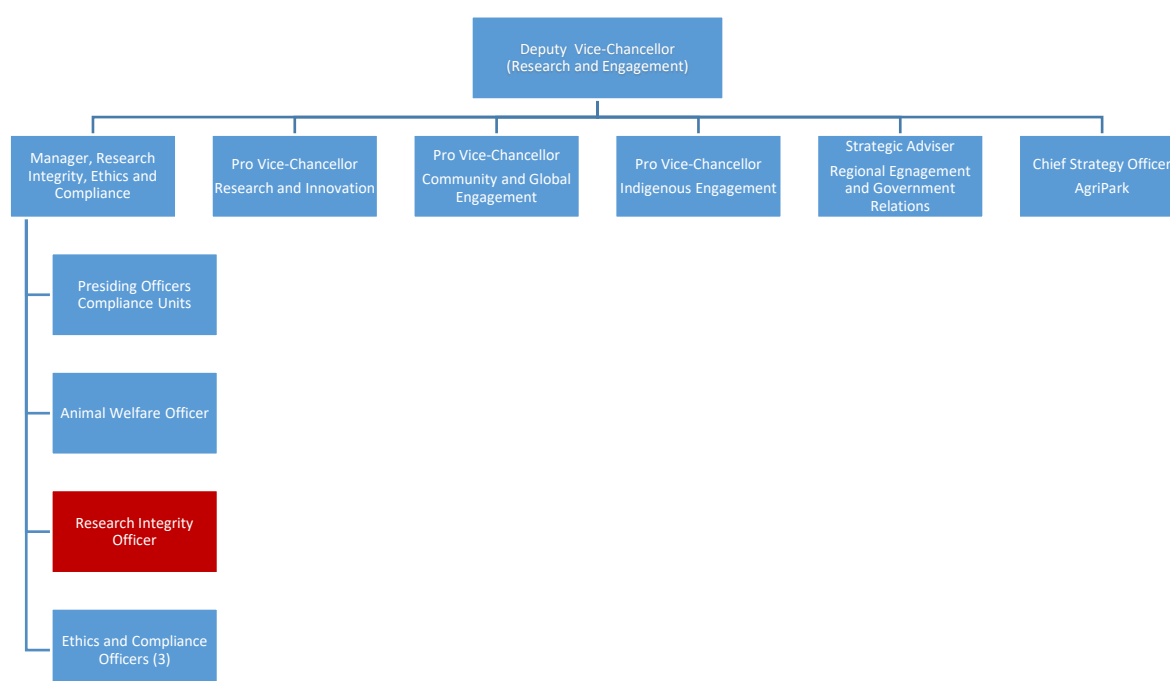
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Office of the Deputy Vice-Chancellor (Research and Engagement)

CSU is committed to excellence in research and research partnership. The CSU [Research Narrative](#) defines this commitment as seeking to provide meaningful outcomes for industry, government, business and communities to ensure an impact on our worlds – regional, national and global. The three interdisciplinary spheres of the Research Narrative provide a focus on research that will deliver economic, social and environmental sustainability and well-being.

The [Office of the DVC RE](#) encompasses the Research Office, the Office of Global Engagement and Partnerships, the Office of Indigenous Affairs, the four University Research Centres, the newly established Ethics and Compliance Unit plus a number of strategic agendas including commercialisation of research, the AgriPark and contribution to the University Strategy. The DVC RE, in collaboration with the Pro Vice-Chancellor Research and Innovation, stewards the development of collaborative connections between CSU and industry, end-users and stakeholders to strengthen and expand the research agenda. Best practice in research integrity, compliance and training underpins CSU research.

Organisational Chart



Reporting Relationships

This position reports to: Manager Research Integrity, Ethics and Compliance

This position supervises: Nil

Key Working Relationships

- Research Integrity, Ethics and Compliance Unit staff
- Institutional Research Integrity Advisers
- Faculty Executive Staff

Position Overview

The Research Integrity Officer ('RIO') will play key role within a dedicated team supporting the responsible conduct of research at Charles Sturt University. The RIO supports the management, development, and refinement of policies and procedures at the University relating to research integrity; and related policies.

In addition, the role assists the Manager Research Integrity, Ethics and Compliance with the management of complaints processes regarding research integrity breaches, engaging with stakeholders and colleagues across the institution.

The RIO will develop and deliver education and training resources and provide advice about the responsible conduct of research to University professional and academic staff, and to the research student cohort.

The RIO will support the University's network of Research Integrity Advisors ('RIAs') and Research Integrity Investigators ('RIIs') through ongoing education and training in the University's research integrity framework.

The position may be required to assist the Manager Research Integrity, Ethics and Compliance on matters relating to ethics and safety matters involving the institutions compliance committees.

Principal Responsibilities

- Work with the Manager Research Integrity, Ethics and Compliance and key institutional stakeholders to review, develop and implement University policies, processes and procedures reflective of best practices in research integrity and responsible research
- Work collaboratively to identify, support and develop initiatives to promote the responsible conduct of research through online and face-to-face training programs and workshops on key issues in research integrity
- Provide high level and specialist advice to all levels of the organisation regarding the principles of responsible research and achievement of research integrity, consistent with the Australian Code for the Responsible Conduct of Research.
- Support and engage with the University's network of Research Integrity Advisors and Research Integrity Investigators, ensuring that their knowledge is up to date, supporting the ongoing professionalisation of their role and promoting their functions across the University community
- Ensure accurate reporting of business unit activity to relevant committees including the Finance Audit and Risk Committee.
- Provide high level support and advice to the Manager Research Integrity, Ethics and Compliance in the initial assessment of concerns and allegations of research misconduct received
- Provide high level support in research integrity investigations and like processes to ensure the accuracy and defensibility of management of complaints and allegations regarding the conduct of research
- Maintain currency of knowledge and practice through networks
- Assist the Manager Research Integrity, Ethics and Compliance in ensuring that CSUS ethics systems and process are appropriately administered

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of a degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned; *or* extensive experience and management and *or* specialist expertise; *or* an equivalent level of knowledge gained through any combination of education, training and/or experience.
- B. Sound understanding of the current legislation and codes of practice relating to the Responsible Conduct of Research.
- C. Demonstrated ability to work collaboratively and cooperatively across a range of stakeholders to deliver on institutional goals.
- D. Demonstrated experience in the formation, development and implementation of policies, procedures and projects, utilising strong analytical and evaluation skills, to contribute to organisational goals.
- E. Highly developed skill in written and verbal communication and proven ability to clearly communicate complex information and ideas in a succinct and concise way for a broad range of stakeholders.
- F. Experience in the development and delivery of professional development, training and education programs directed at achieving change.
- G. Current Class C driver's licence.

Desirable

- H. Sound understanding of the principles of procedural fairness and knowledge of procedures for conducting investigations of complaints and alleged breaches

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)