Position Description

Manager, Research Integrity Unit

Position Number: 00038474 *Position Title: Manager, Research Integrity Unit* *Date Written: January 2020*	*Faculty / Division: Deputy Vice Chancellor (Academic)* *School / Unit: Conduct & Integrity Office* *Position Level: Level 10*

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.
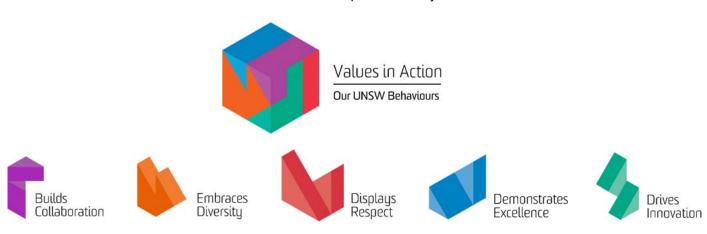
Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level 10.

Values in Action
Our UNSW Behaviours

Builds Collaboration | Embraces Diversity | Displays Respect | Demonstrates Excellence | Drives Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The UNSW Conduct & Integrity Office (CIO) is responsible for ensuring that the principles of respect and integrity continue to underpin the pursuit of knowledge at UNSW. This is achieved by working collaboratively with key stakeholders to resolve complaints and allegations of academic, student and research wrongdoing. Upholding the standards of conduct expected of all members of the UNSW community is considered vital to for any global university, improving and transforming lives through excellence in research, outstanding education and a commitment to advancing a just society.

The Research Integrity Unit (RIU) contributes to public confidence in research through creating and maintaining an environment that promotes the responsible conduct of research. The Manager, Research Integrity Unit, leads the RIU and is the key point of contact and champion for research integrity matters at UNSW. This role, together with RIU team, responds to concerns and allegations of research misconduct, including acting as the Designated Officer for research misconduct matters delegated by the Director.

The Manager, RIU works closely with a range of external stakeholders including funding agencies, publishers, regulatory bodies; and internal stakeholders including Deputy Vice-Chancellor (Research), Legal Office, research division, Research Integrity Advisors (RIAs), Deans, heads of schools, University Librarian, and Employee Relations.

The Manager, RIU reports to the Director, UNSW Conduct & Integrity Office, and has 3 direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

Lead and effectively manage the RIU work environment

- Lead, develop and motivate a high performing, respectful and dedicated team, providing vision, strong leadership and a culture that supports ongoing growth and development

- Develop and implement a rolling business plan for the Unit to ensure CIO and Divisional targets are met; Direct and deliver strategic projects to provide a focused and effective service to stakeholders, ensuring that standards are being met, there is continuous improvement of operating systems and procedures; and that policies and procedures remain relevant and effective;

- Work closely with the Director, UNSW Conduct & Integrity Office and act for and represent the Director, where appropriate

- Review the RIU performance and prepare high level business activity reporting;

- Implement the UNSW Health and Safety management system within your area of responsibility.

Champion and oversee the responsible conduct of research

- Initiate, develop and maintain strategic partnerships with the University community and external stakeholders;

- Develop and lead a community of practice for the RIAs, including induction for new RIAs;

- Promote industry leading best practices for the responsible conduct of research, amongst researchers, schools, faculties within the University and other relevant stakeholders.

Manage concerns and allegations of research misconduct

- Act as the Designated Officer under the Research Misconduct Procedure as required;

- Lead and oversee the timely case management of alleged research misconduct in accordance with the Research Misconduct Procedure, including internal and external stakeholder liaison;

- Assist and advise the Director and Deputy Vice-Chancellor (Research) in carrying out the University's legislative and regulatory compliance obligations with respect to research integrity;

- Identify key risks arising from research misconduct matters including the identification of trends and provide advice to the Director and Deputy Vice-Chancellor (Research) on remedial risk mitigation strategies.

SELECTION CRITERIA

- A research degree (or equivalent research experience) and extensive research management experience acquired within a large university (or equivalent research organisation)

- Comprehensive and expert knowledge of and experience in the regulatory governance framework related to research and the responsible conduct of research, with demonstrable achievements in translating knowledge into policy, practice, and training

- Outstanding relationship management skills, with a track record of engaging and influencing a wide range of diverse stakeholders, including mediation and conflict resolution in complex environments

- Superior interpersonal skills and communication skills with the ability to provide authoritative advice and communicate effectively, presenting complex information in a simple way

- Proven planning and organisational skills with the ability to confidently lead, develop and motivate self and staff, establish operational plans and priorities, allocate resources and lead new initiatives in a busy environment

- Exceptional analytical and sound decision-making skills with demonstrated ability to quickly assimilate new concepts and develop innovative solutions to complex matters

- Demonstrated experience in exercising a high level of initiative, tact and discretion in dealing with matters of a highly confidential or controversial nature

- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

> *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*