

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Human Ethics Officer

POSITION NUMBER	0050931
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$85,134 - \$92,154 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>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.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Elise Grosser</p> <p>Tel +61 90359755</p> <p>Email elise.grosser@unimelb.edu.au</p>

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
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>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

This role is located in the Office of Research Ethics & Integrity (OREI), a business area within Research, Innovation and Commercialisation (RIC).

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.

The Office for Research Ethics and Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support ten key areas of governance and oversight: research integrity, human ethics, animal ethics, gene technology, bio-risk management, animal welfare, clinical trials, quality assurance, export controls and sanctions.

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 strive to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Human Ethics Officer will effectively and efficiently manage the business of, and act as secretary, to at least two University Human Ethics Low to Negligible Risk (LNR) Committees and supports the operations of other University Human Research Ethics Committees as required.

The position requires the incumbent to possess the ability to interpret and accurately apply general principles, University policies, legislation and related regulatory agency requirements to individual matters.

The position assists in the development and implementation of information resources and training programs related to human ethics.

The incumbent assists with the creation, implementation, review and ongoing development of policies, guidelines and procedures relating to the use of humans in teaching and research.

The position supports the management of records and enterprise information systems pertaining to human ethics.

As the issues relating to human ethics are often complex and confidential the incumbent must exercise maturity of judgement, sensitivity and discretion when dealing with these matters and the individuals involved.

Reporting line: Senior Human Ethics Officer

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University wide

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:

- The Human Ethics Officer will effectively and efficiently manage the business of, and act as secretary, to at least two University Human Ethics Low to Negligible Risk (LNR) Committees and supports the operations of other University Human Research Ethics Committees (HREC) as required.

- Interpret the National Statement, ACRCR and other relevant guidelines and legislation to provide expert advice to LNR Committee Chairs, committee members and researchers to ensure research complies with external requirements.
- Take direction, seek advice, and work collaboratively with the Senior Human Ethics Officer and peers on a day-to-day basis.
- Provide high level advice to committee chairs and committee members, act as the committee liaison officer with academic staff, research students and professional staff at all levels.
- Provide expert and well-timed advice and support to researchers and professional staff on complex matters that will require a general understanding of research procedures and methodology. This includes providing advice on regulatory requirements, committee processes, approved research projects (precedence) and ethical issues as they relate to the use of humans in research.
- Maintain accurate and comprehensive records of human ethics applications using the University's enterprise system, Infonetica ERM and/or other University records management systems as required.
- Provide general and technical support to researchers and students submitting an ethics application
- Contribute to the development, organisation and presentation of training material relating to human research ethics, including participation in seminars and workshops for committee members, academic staff and research students.
- Under the direction of the Manager, Human Ethics, assist investigations into complaints/ enquiries about human ethics, breaches of conditions of Committee approval and adverse events.
- The Human Ethics Officer will correspond with researchers about decisions of the committee and aim to clarify and resolve issues that may stem from the exchange of information between committees and researchers, with input from the Chair as required. .

Selection Criteria:

Education/Qualifications

- Undergraduate qualifications in a relevant discipline and or equivalent mix of education and relevant experience, a broad knowledge in administrative fields; or equivalent combination.

Knowledge and skills

1. Demonstrate the COO values of: University First, by acting in the best interest of your employer; Service Excellence, by striving to deliver beyond expectations and taking ownership of delivery; and One Team, by working collaboratively, connecting with people and building relationships in your workplace.

2. Demonstrated knowledge of the requirements of the National Statement, relevant Commonwealth and State legislation and external regulatory bodies.
3. A sound understanding of qualitative and quantitative research methodologies and related ethical issues.
4. Experience and demonstrated achievement in committee servicing and support.
5. Well-developed oral and written communication skills including the ability to write accurate and concise minutes; prepare careful responses reflecting committee decisions on complex issues; prepare advisory notes; deal with a wide range of people and convey complex and confidential information in a sensitive yet clear manner.
6. The capacity to prepare and deliver training material and information sessions to people from a range of backgrounds.
7. Demonstrated ability to provide high level advice to client groups, involving the ability to interpret policies and regulatory requirements.
8. The ability to recognise possible points of concern or contention, and to assess how these can be most effectively handled, including the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues.
9. Exceptional organisational skills, with demonstrated ability to work autonomously and flexibly under pressure, manage competing demands and prioritise workload to meet deadlines.

Other job-related information:

- Occasional work out of ordinary hours and travel.

Personal Attributes:

- Promoting a business partner approach to service delivery
- Engendering trust, confidence and building rapport
- Highly collaborative and team orientated
- Strong commitment to high performance, best practice and excellence in service delivery.
- Agile, adaptable and flexible / willing to embrace new approaches.
- Strategic understanding and sound judgement
- Ethical thinker and solutions orientated.
- Enthusiastic, energetic, engaging and self-starter