

A photograph of a modern, multi-story building with a glass and red facade, featuring a prominent red staircase and a glass entrance. The building is the Swinburne University of Technology.

Position Description

Position Title: Research Ethics Compliance Officer

Position Number: P41852

Classification: HEW6 (0.6FTE)

Organisational Unit: Research

Department: Research Services

Position Purpose

The Research Ethics Executive Officer provides effective research administration and support within Swinburne Research. A focus of the role is to provide committee secretary support to the various research ethics committees of the University. The Research Ethics Officer provides advice and assistance to committee members, academic staff and research students on committee processes, protocols and ethical issues relating to their research.

The position plays a role in the efficient and effective management of the University's administration of research ethics. Contributing to the organisation of information workshops and training, and the ongoing improvement of procedures and processes, are also essential elements of the role.

You will work closely with other staff in the Research Ethics, Integrity, Governance and Biosafety (REIGB) team and teams in Swinburne Research and the University more broadly to support the research enterprise.

Reporting Line

Reports to: Research Ethics Manager

Direct reports: None

Location

This position is currently located at the Hawthorn campus but the incumbent may be required to undertake duties at any of the University's campuses. Thus, the incumbent must be willing to travel between campuses and work at a range of locations.

Key Responsibility Areas

Human research ethics administration and reporting	• Provide administrative support to researchers submitting ethics applications by ensuring protocols are technically complete • Provide effective administrative support to ensure that low risk ethics applications and applications for exemption from ethics review are allocated to the next available meeting for review. • Provide secretariat support to Sub-committees and ensure timely preparation and circulation of meeting agendas and minutes in Ethics Review Manager (ERM), the University's online ethics system. • Provide timely post meeting administration of research ethics outcomes. • Review human research ethics progress and final reports from researchers including oversight and follow up of any overdue reports with researchers. • Provide administrative support in the collation of information and data related to the research ethics function. • Maintain currency of documentation on research ethics administration and document new procedures, as needed.
Committee service	• Act as secretary to various research ethics subcommittees. This includes preparing agenda and minutes, liaison with committee members, and providing timely feedback to applicants. • Undertake tasks pertaining to supporting Research ethics committees in general including updating committee membership.
Research ethics auditing	• Contribute to the development and refinement of a research ethics audit framework • Conduct regular ad-hoc audits of approved ethics projects • Assess compliance with ethics approval conditions • Identify good practice and opportunities for improvement with respect to human research ethics compliance • Contribute to the development of a Charter of Service to promote continuous improvement in ethics process • Prepare reports on audit findings to committees and senior management.
General advice, support, liaison and relationship management	• Provide information and advice on processes and procedures on university policies and procedures in relation to general research ethics administration issues.

	• Working in collaboration with other Office staff, provide information on regulatory requirements pertaining to research ethics and tailored advice with particular sensitivity and understanding of individually planned research projects. • Build and maintain effective relationships with members of the Committees, including the Sarawak low-risk committee.
Developing and promoting an ethical research culture	• In conjunction with the Chair of the Swinburne University Human Research Ethics Committee (SUHREC), colleagues and senior managers, play an active role in the development and delivery of training for researchers, stakeholders and committee members in ethics best practice, compliance requirements and emerging or associated issues. • Actively contribute items to regular bulletins, create ad hoc guides and other resource material around the area of specialisation for researchers and administrators. • Contribute to Swinburne Research events to promote research activity and good research administration practice.
Supporting an innovative and collaborative enterprise	• Regularly review policies and procedures and implement initiatives that seek to support emerging issues or new area research methods. • Prepare and review resources, including web pages, fact sheets, best practice examples, SOPs, guides and other office documents to ensure their accuracy and currency. • Contribute to initiatives that seek to identify ways to improve operations and customer service and put these improvements into effect. • Work constructively and collaboratively with all other team members, managers, other staff in Swinburne Research with the goal of creating and sustaining a high-performing enterprise supporting research across the University. • Support other members of the REIGB team during periods of leave/peak load with tasks such as monitoring and actioning/triaging emails received to the generic ethics email box.
Swinburne Values	Commitment to the Swinburne behaviours: • One Swinburne - We work together, bringing our unique skills to achieve our common purpose and strategy. • Future – Focused - We commit to taking bold strides – ‘moon shots’ – and are constantly innovating, disrupting, renewing and changing to create tomorrow’s technology and talent today. • Engaged - We strive to be the most industry-engaged university, to amplify our impact and support all students to be future-ready • Empowered - We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals.

	• Accountable - We are accountable for our contributions to Swinburne's success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners and society.
Other	• Undertake other duties as requested consistent with the classification of the position and relevant to the functions of Swinburne's Research Services.

Key Selection Criteria

		Essential / preferable
Qualifications	• An undergraduate degree with relevant experience or an equivalent combination of relevant experience and/ or education and training.	Essential
	• A postgraduate degree with a substantial research component and/ or additional training and qualifications in ethics or integrity.	Preferable
Experience/ Knowledge/Attributes	• Well-developed interpersonal skills with an ability to deal with a wide variety of people, to identify needs and to impart knowledge in a professional manner.	Essential
	• Excellent organisational skills including the ability to prioritise to meet deadlines without compromising close attention to detail and accuracy.	Essential
	• Experience in providing secretariat support for committees, including preparation of agendas and minutes.	Preferable
	• Ability to develop and use a range of problem solving and decision-making skills to ensure that tasks are effectively and professionally completed, to ensure high quality customer service.	Preferable
	• Well-developed written communication skills, with the ability to synthesise and present information and advice in a clear and consistent manner.	Essential
	• Advanced skills with standard office communication tools to produce documentation to a high standard in a variety of formats.	Essential
	• Expertise in use of online content management and workflow systems and proficiency in generating reports from these systems.	Essential
	• Demonstrated ability to recognise and implement continuous improvement of services.	Essential
	• Demonstrated ability to work both independently and in a team environment.	Essential
Other	• A valid working with children's check card (or ability to obtain prior to or upon commencement).	Essential