



Australian
National
University

Position Description

College/Division:	Research Services Division
Faculty/School/Centre:	
Department/Unit:	Research Ethics Team
Position Title:	Research Ethics Officer
Classification:	ANU Officer Grade 6/7
Position No:	
Responsible to:	Research Ethics Team Leader
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Research Services Division (RSD) is part of the Research and Innovation Portfolio led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI). The Division is responsible for high quality services and advice at both an operational and strategic level. RSD supports the University's research endeavours in collaboration with College staff and other Portfolio staff. The Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

KEY ACCOUNTABILITY AREAS:

The University Ethics Committees play an important role within the ANU research environment. Their objectives are to protect the health and safety of people and the environment, by identifying and managing risks posed by, or as a result of, involvement of human participants in research, the care and use of animals for scientific purposes and by regulating certain dealings with genetically modified organisms (GMOs).

The University is bound by the National Statement on Ethical Conduct in Human Research (2007 and subsequent amendments), The Australian code for the care and use of animals for scientific purposes 8th edition (2013) and Gene Technology Act (2000).

The Ethics Officer is a part of the Research Ethics team within the Division and plays a central role in ensuring the University meets all legislative requirements and international best practice in the ethical conduct of research involving humans, animals and GMOs.

Position Dimension & Relationships:

The Research Ethics Officer reports to the Research Ethics Team Leader and works closely with researchers, professional staff, ethics committees, external stakeholders and regulators to facilitate the ethical conduct of research. They work flexibly across all ethics areas assisting in processing applications and amendments, managing committees, supporting business improvements and preparing reports.

They are responsible for ensuring the compliance of the University with relevant legislation, regulations and statutes and will oversee the day to day administration associated with the activities of the ANU Ethics Committees (Human, Animal or Recombinant DNA). The Ethics Officer will also have responsibility for the development and delivery of training and electronic systems for the proper administration of ethics protocols as well as regular audit of research environments.

Role Statement:

Under broad direction, the Research Ethics Officer will:

1. Provide high-level administrative, secretariat and technical support to the ANU Ethics committees including the quality control of ethics applications prior to Committee review.
2. Provide high level, complex advice and services to ANU staff and students on a wide range of research ethics matters. This may include operational planning, governance, risk management, and compliance with University policies and procedures, current legislation, regulations and guidelines including but not limited to *The National Statement on Ethical Conduct in Human Research (2007)*, *The Australian Code for the care and use of animals for scientific purposes 8th edition (2013)* and the *Gene Technology Act (2000)* (Cth).

3. Develop and maintain effective liaison with key stakeholders including academic and research staff, delivering high quality client services, providing expert advice and fostering collaboration on all research ethics issues. This includes contributing to provision of training and resources related to all aspects of research ethics.
4. Review standard operating procedures, investigate incidents, and contribute to the collection and analysis of data and the preparation of high quality, accurate and timely reports.
5. Contribute to new initiatives and provide input to review, develop and improve the University's research ethics practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery.
6. Provide assistance in the coordination of various projects, ensuring timely and high-quality delivery, and assisting in the mentoring and development of team members.
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principles of multi-skilling.

SELECTION CRITERIA:

1. Degree with demonstrated experience in scientific research or higher education research administration in a complex organisation or an equivalent combination of relevant experience and qualifications/training. Experience in higher education research administration or carrying out and/or supporting research involving humans, animals and/or genetically modified organisms will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary research management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance. Demonstrated skills in process review, developing and implementing improvements in a dynamic and fast-paced work environment would be highly regarded.
3. Demonstrated experience in coordinating and providing high-level support to executive and senior organisational committees using initiative, judgement and discretion. Experience working with Committees within the higher education sector would be highly regarded.
4. Demonstrated excellent interpersonal and communication skills, both written and oral, including the ability to produce business correspondence, reports, briefings and meeting papers and to consult, negotiate and liaise effectively with stakeholders in a diverse environment.
5. Proven excellent organisation, administration and planning skills and the ability to work effectively both independently and as part of a team, prioritising own workload, meeting demanding deadlines and delivering high quality outcomes.
6. Highly developed analytical and problem-solving skills with a high degree of attention to detail and a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
7. Highly developed computer skills, including proficiency using the MsOffice suite and office 365, databases and web content.
8. A demonstrated understanding occupational health and safety and equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:		Date:	
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References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research Services Division	Dept/School/Section	Research Ethics Team
Position Title	Research Ethics Officer	Classification	ANUO6/7
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☒
allergens	☐	☐	potential biological allergens	☐	☒
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/	☐	☐	clinical specimens, including blood	☐	☐
carcinogens			genetically-manipulated specimens	☐	☒
pesticides / herbicides	☐	☐	immunisations	☐	☐
OTHER POTENTIAL HAZARDS (please specify): Potential exposure to chemical, biological materials, non-ionizing radiation and ionizing radiation during routine inspection of research facilities.					
Supervisor/Delegate Name:			Date:		