

UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

Position Title	Research Ethics Manager
Unit/Division or Faculty	Research Office, Deputy Vice-Chancellor, Research
Position Number	01388
Current Classification	HEW 9
Job Family(HR Use Only)	Manager
ANZSCO Code (HR Use Only)	

POSITION CONTEXT

In support of our endeavour to undertake excellent research that delivers global impact, UTS is establishing a best practice research culture that will support UTS researchers and professional staff to achieve their full potential. Ethical conduct of research is an essential part of any excellent research culture and can add significant value to the design and management of, and impact from, research projects.

POSITION PURPOSE

The Research Ethics Manager is responsible for managing the pan-university ethics framework to ensure that UTS research is undertaken to the highest possible ethical standards and in so doing supports our goal to undertake excellent research that delivers global impact. The position manages and is supported by the Research Ethics Team within the Research Office. The environment in which we undertake ethical research is supported by external legislation and guidelines including the Australian Code for the Responsible Conduct of Research; National Statement on Ethical Conduct in Human Research; AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research; Australian code for the care and use of animals for scientific purpose, Gene Technology Act and Regulations, and applicable State and Commonwealth requirements. The Research Ethics Manager is responsible for advising on and oversight of UTS's policies, procedures, and guidelines for meeting our expected ethical standards, and the associated supporting operations of the UTS Human Research Ethics Committee (HREC), Health & Medical Research Committee (MREC), the Animal Care and Ethics Committee (ACEC), Institutional Biosafety Committee (IBC), Executive Review Committee (ERC) and associated sub-committees. The Research Ethics Manager also plays a key role in the continuous improvement of processes and systems to streamline the UTS research ethics process and to raise the profile of ethics to a value-add activity for excellent research, and the capability of our researchers to understand, plan for and delivery ethically robust research.

ENVIRONMENT AND DIMENSIONS

The University of Technology, Sydney is one of Australia's leading universities of technology, with around 45,000 students (including approximately 2200 HDR students) and 9000 staff, including ongoing, fixed term and casual positions. UTS has a distinct model of learning, strong research performance and a leading reputation for engagement with industry and the professions.

As a University that is committed to practical innovation and to the development of impact-driven research that benefits industry and the broader community, UTS is a key partner to government, industry and the community in helping shape the world in which we live. This is built on our culture of collaboration, creativity, use of agile and transdisciplinary approaches, and our industry and community connections to create real-world solutions to complex problems.

UTS is a dynamic and innovative university, ranked by the Times Higher Education as Australia's top young university, and located centrally in Sydney, one of the world's most liveable cities. We are Australia's highest performing university under 50 years of age, and 94% of our research (broad fields) are rated as world standard or above. Our research excellence and scale have grown rapidly and we have great ambitions to build on this with our performance and impact focus.

The Research Ethics Team support approximately 830 ethics applications (based on 2020 activities) and provides secretariat support to 46 meetings across the four committees.

RELATIONSHIPS

The Research Ethics Manager reports to the Director, Research Office.

Supervision

The Research Ethics Manager currently has five direct reports: the Senior Research Ethics Officer, 2x Research Ethics Officers, a Research Ethics Administrator, and an Animal Welfare Officer.

External members of the ethics committees also organisationally report to the Research Ethics Manager in our HR system, although actual management supervision is not required.

Collaboration and Communication

Internal

To be successful, the Research Ethics Manager will engage and work in partnership with

- All levels of UTS research staff and students in all faculties and central administration staff whose advice and expertise is relevant to ethics applications and processes
- The Research Ethics Manager interacts extensively with Chairpersons and members of the University's ethics and safety committees
- Provide advice to the Director, Research Office and Deputy Vice Chancellor (Research) on matters related to ethics legislation, reporting and strategy
- Liaise closely with the other Research Office teams

External

- The Australian Health Ethics Committee (AHEC), the National Health and Medical Research Committee (NHMRC), Therapeutic Goods Administration (TGA), NSW Department of Primary Industries, Office of the Gene Technology Regulator, NSW Department of Education & Training, and other relevant government departments and agencies, as well as external committee members, and members of the public who might have questions in relation to the conduct of research at UTS
- Research Offices in the Australian Technology Network (ATN) and other Universities, both local and international, to liaise on research ethics policies and initiatives

- National and international networks (University HREC Network,) with expertise in research ethics and integrity management practices to maintain an up-to-date awareness of trends and developments in international best practice
- Internationally, with the US Office of Human Research Protections (OHRP, US Department of Health and Human Services) and any other relevant organisations to in instances where UTS maintains international accreditation

MAJOR RESPONSIBILITIES
Major Functions
Research Support • Management of the administration of research ethics, including oversight of applications, internal and external reporting requirements, committee budgets etc • Support ethics committee chairpersons by promoting relationships between the various chairs and the Deputy Vice-Chancellor (Research), advising on issues that arise in relation to ethics, including issues and complaints as well as policy review and development • Management of ethics committee membership and training, including recommending potential appointments, ensuring committee membership aligns with internal and external requirements, induction and training of new members, monitoring of performance, and advising on administrative and legislative requirements relating to committee management • Promote an awareness of ethical considerations relating to the conduct of research by providing information and support to researchers, both individually and through the provision of workshops, seminars and written material relating to ethics and research • Develop internal processes and procedures to ensure that the University's research is conducted according to the highest ethical requirements as well as meeting national and international standards • Plan, develop and implement web resources to meet ethics, University, accreditation and regulatory requirements. This involves evaluating and implementing systems to enable online application processing and other services
Strategic governance • Provide strategic advice and make recommendations relating to research policy to the Director, Research Office and the DVC (Research) • Identify and analyse issues that arise in relation to the ethical conduct of research and their implications for the University, including the development and implementation of appropriate strategies • Monitor and review federal and state legislation and guidelines and advise senior management (both central and within faculties) on the implications of changes to legislation and guidelines for UTS • Monitor and anticipate trends in research and develop appropriate procedures and policies to deal with the implications
Compliance and regulatory requirements • Oversight of research facilities to ensure compliance with internal and external animal welfare/ethics and biosafety requirements, including management of internal and external

inspections, accreditation of new facilities and re-accreditation of existing facilities, both on and off campus. • Timely and accurate reporting to internal and external stakeholders on all matters pertinent to UTS meeting our high standards for ethical conduct of research • Appropriate monitoring of the conduct of research by UTS staff and students to ensure that it is conducted in accordance with legislative and other requirements through inspections and review of reports • Investigate and manage complaints relating to research ethics in conjunction with relevant the committee chair
Continuous process improvement • Develop and implement processes and systems to streamline the UTS research ethics processes from a person-centric perspective • Liaise with and brief peers nationally to review guidelines and develop networks, to ensure an appropriate exchange of information and to benchmark our approach to ethics • Contribute to research division projects, such as continuous improvement, by raising ideas and in some cases documenting / designing / revising processes relevant to the role or your individual skills and expertise
Leadership • Oversee the management of all aspects of the Research Ethics Team and ensure that the team operates within the policies and guidelines determined by UTS • Oversee the management of the staff, financial and physical resources of the team and the ethics committees to ensure optimal effectiveness. This includes implementation of processes for the appraisal and development of staff

POSITION CHALLENGES

- Provide leadership to formulate and develop innovation, renovation and change in ethics matters
- This position operates in an environment of considerable change. The incumbent must maintain a keen proactive focus on contemporary issues likely to impact on UTS
- To drive change in an uncertain and highly dynamic, complex, competitive and global research and educational environment
- Engage the UTS research community in the desired changes in research ethics culture and strategy and realising the gains to be made by reframing ethics beyond a purely compliance framing
- Create and maintain productive and effective working relationships and mutual trust and understanding across the UTS research community
- Demonstrate a willingness and capability to interact with academics and other staff in complex and difficult ethics driven discussions
- Meet the needs of the community, government, industry and the professions in a dynamic, competitive environment
- Lead the ethics team and the ethics function through any required changes as UTS evolves in response to the current environmental changes and the internal drives of delivering to the research strategy

AUTHORITY

- The Research Ethics Manager determines objectives and priorities in collaboration with the Director, Research Office in relation to the position purpose
- The Research Ethics Manager is expected to demonstrate initiative within the broad guidelines set by the Director, Research Office and within strategic frameworks, policies and delegations of UTS
- The Research Ethics Manager oversees management of all aspects of the ethics team's activities and ensures that the team operates within the policies, guidelines, strategic plans and other determinations approved by UTS, including delegations associated with the full lifecycle of research ethics

HEALTH AND SAFETY

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Follow specific health and safety procedures as directed
- Thoroughly understand the UTS Health & Safety Management System, and how to implement the UTS Health and Safety Policy and related risk management programs that apply to the area of responsibility
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents
- Ensure that staff receive the necessary induction, training and instruction about work health and safety
- Assist the Director, Research Office in developing, implementing and monitoring the local area Health and Safety Plan
- Fulfil any assigned responsibilities under the UTS and local area Health and Safety Plan, including communication and consultation with stakeholders regarding work health and safety risks in their area of responsibility
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters

Supervisors and managers of staff and facilities must:

- Thoroughly understand the UTS Health and Safety Management System, and how to implement the UTS Health and Safety Policy and related risk management programs that apply to the area of responsibility
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents
- Ensure that staff members receive the necessary induction, training and instruction about work health and safety
- Lead the development, implementation and monitoring of the local area Health and Safety Plan
- Fulfil any assigned responsibilities under the UTS and local area Health and Safety Plan, including communication and consultation with stakeholders regarding work health and safety risks in their area of responsibility
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters

RECORDS MANAGEMENT

- Ensure records are captured into the official recordkeeping system
- Manage records consistent with university procedures
- Ensure a Records Management Plan is developed and implemented for work unit and records are captured into the official record-keeping system
- Ensure colleagues are aware of the Records Management system and are adequately trained
- Encourage good record keeping practices as a routine part of the way the area operates
- Inform University Records of Record Contact changes

Capabilities For Role

Pipeline	Leading Others				
Category	Leading Strategically	Collaborating and Engaging	Leading Teams	Leading Performance	Presence and Awareness
Capabilities	Leads Innovation	Dealing with ambiguity	Motivates others	Achieves results	Demonstrates Resilience
	Thinks Strategically	Encourages Collaboration	Builds teams	Demonstrates Accountability	Influences Others

KEY SELECTION CRITERIA

UTS: Human Resources

Position Title	Research Ethics Manager
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Skills and Attributes

- Strong interpersonal and communication skills with a particular focus on committee management and conducting/facilitating workshops on research ethics
- Strong networking and interpersonal skills to maintain a supportive set of relationships with stakeholders inside the university and across the sector
- Demonstrated commitment to integrity and professionalism at a personal and organisational level
- Demonstrated ability to take initiative, prioritise workload and work independently while under pressure and to strict deadlines with limited direct supervision
- Strong analytical skills and ability to design and refine reports for specific audiences
- The ability to work effectively and flexibly within a team environment
- Excellent communication skills (written and verbal), including the ability to exercise tact and discretion in dealing with sensitive, confidential matters
- The capacity to work collaboratively and persuasively within the diverse University community

Knowledge

- A high degree of academic literacy to liaise confidently with a diverse range of researchers
- An in-depth knowledge of the current Australian Code for the Responsible Conduct of Research and its implications for research practice in the university environment
- A thorough knowledge of the current legislation, standards and codes of practice relating to human research ethics, animal welfare and biosafety, and their implications for the conduct of research in a university environment
- A thorough understanding of the human, animal ethics and biosafety review processes in the higher education setting

Qualifications

- Tertiary qualifications in a relevant area and relevant experience or an equivalent combination of skills and experience in a field relevant to the position.

Experience

- Prior experience working in university sector in research management
- Prior experience acting in the Secretariat of an institutional human, animal ethics or biosafety committee
- Effective management of a team and of resources