

## Position Description

### Senior Co-ordinator Research Policy, Integrity & Quality Assurance

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|-----------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Position No:</b>         | NEW                                                                                                           |
| <b>Department:</b>          | Office of the Deputy Vice Chancellor (Research)                                                               |
| <b>Division/School:</b>     | Research Office                                                                                               |
| <b>Campus/Location:</b>     | Bundoora                                                                                                      |
| <b>Classification:</b>      | Higher Education Officer Level 8 (HEO8)                                                                       |
| <b>Employment Type:</b>     | Continuing, Full Time                                                                                         |
| <b>Position Supervisor:</b> | Senior Manager Ethics, Integrity and Biosafety                                                                |
| <b>Number:</b>              | 50142922                                                                                                      |
| <b>Other Benefits:</b>      | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/researchers/research-office>

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#### For enquiries only contact:

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# Position Description

## Senior Co-ordinator Research Integrity & Quality Assurance

### Position Context

The **Research Office** supports La Trobe University researchers, senior executive, academic leadership the Graduate Research School, two Colleges and Central & Support Services to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners - funding bodies, industry, government, and regulatory authorities.

The **Ethics, Integrity and Biosafety Team** of the Research Office at La Trobe University provides holistic ethics, integrity and biosafety advice, support and service to researchers and to Committees to facilitate the ambitious University research performance targets and aligns with the core objective for "Research Excellence" in the La Trobe Strategic Plan. As well as supporting the University Ethics Committees and their Chairs, it delivers pro-active ethics, integrity and biosafety training and education for researchers in conjunction with other University Divisions and Teams. It provides expert advice to researchers, key research stakeholders and to the wider university regarding complex research applications and new policy and legislative requirements. It is responsible for implementing University-wide changes to policy and strategy in response to legislative requirements. In addition, it is responsible for developing strategy, tools and resources to support the Research Integrity Framework.

The **Senior Co-ordinator Research Integrity & Quality Assurance** reports to the Senior Manager of Ethics, Integrity and Biosafety and leads the development, implementation and management of a Research Quality Assurance Framework for the University. The Senior Co-ordinator Research Integrity & Quality Assurance will also be responsible for research Integrity education and management of policies and procedures to ensure compliance with NHMRC Code of Conduct, ICH-Good Clinical Practice, and other research standards as applicable across human ethics, animal ethics and Biosafety. The position will also manage the complaints and quality management of internal research audits.

### Duties include:

- Leading the development, implementation, and management of a Research Quality Assurance Framework for the University
- Managing reporting of emerging risks and risk mitigation strategies, internal audits and research integrity investigations to Senior Manager Ethics, Integrity & Biosafety, Senior Leadership, Senior Executive, Risk Management Office.
- Managing complaints including receiving, investigation, reporting, effective resolution, and compliance with corrective actions.
- Managing of internal research audits, including setting out strategic schedule of theme audits, scheduling and overseeing these audits, reports, and corrective actions.
- Managing Risk Base Monitoring (RBM) program by ensuring RBM activities are actioned and reported in a timely manner.
- Managing research policies to ensure compliance with legislative standard by staying current with emerging trends and legalisation.
- Developing, implementing, and delivering research ethics, integrity, biosafety and clinical governance training in collaboration with relevant stakeholders.

- Provision of advice and assist with building training capacity for research ethics, integrity, biosafety, and clinical governance training requirements to ensure good research governance practices and pro-active research integrity promotion and awareness.
- Providing high-level advice to all University Ethics Committees and senior management regarding research integrity, compliance, and best practice.
- Managing clinical trials research Agreements, memorandum of understands and other research integrity and governance requirements for research projects.
- Responsibility for communications (written, verbal, intranet, and website) regarding Research Integrity, policies and guideline changes and updates.
- Proposes and implements changes to work processes and develops and defines proposals for changes in and the formulation of Ethics, Integrity & Biosafety, to consistently improve quality and effectiveness of service provision.
- Liaising with and gather feedback from academic and professional stakeholders across all areas of activity to ensure that audits, policies, complaints, and clinical research requirements are met in ways that increase efficiency and strengthen research culture
- Ensuring strong research governance in collaborative research partnerships with other research organisations and clinical settings

#### **Key Selection Criteria:**

- A postgraduate degree, research experience and at least 2 years research integrity, compliance and policy experience and/or equivalent quality assurance or auditing experience in research ethics.
- Demonstrated knowledge and experience of legislation, guidelines and regulatory requirements for human and animal research ethics, clinical research, biosafety, biosecurity and research integrity.
- Proven ability in developing and implementing frameworks and policies, particularly in a research and higher education setting.
- Demonstrated understanding of, and commitment to, effective research governance and continuous quality improvement for research (including clinical trials).
- The ability to produce written work of a high standard with attention to detail.
- Strong interpersonal skills including ability to negotiate, motivate, influence, and build relationships with key stakeholders (both internal & external).
- Experience of successful collaboration with key stakeholders to develop, implement and evaluate a program of work.
- Highly developed work organisation skills with the capacity to prioritise competing demands.

#### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

#### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: