



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

POSITION DESCRIPTION

Professional Staff

Position title	Manager, Animal Ethics
HEW Level	HEW 8
School / Unit	Office of the Pro Vice-Chancellor Research
College / Division	Research and Innovation Division
Reports to	Associate Director, Research Ethics and Integrity
Direct reports	One
Indirect reports	nil
Contract type	Fixed term (3 years), full-time

ROLE DESCRIPTION

The Manager Animal Ethics is responsible for the management and leadership of the Animal Ethics function and the development and implementation of initiatives and programs which align with the University's Looking Ahead Strategic Plan 2020-2025.

The role will provide expert advice and training to researchers on animal ethics matters, and develop policies, procedures, guidelines and internal processes to ensure that the University's research is conducted according to the highest ethical and safety standards.

The role will also be responsible for ongoing business and process improvement to ensure the University is well placed to respond to a changing higher education and compliance landscape and take advantage of new opportunities to strengthen research operations.

NEWCASTLE | **CENTRAL COAST** | **SYDNEY** | **SINGAPORE**

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**OVERVIEW OF THE UNIVERSITY, COLLEGE/DIVISION AND SCHOOL/UNIT AND POSITION
CONTEXT**

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, the University of Newcastle’s *Looking Ahead Strategic Plan 2020-2025* outlines the University’s commitment to delivering an exceptional student experience and serving our communities.

The Research and Innovation Division promotes and enhances the University's strong and vibrant research culture by attracting, training and supporting researchers and industry partnerships to solve real-world problems.

The Office of the Pro Vice-Chancellor Research is responsible for key functions underpinning and facilitating research, including research ethics and integrity, researcher development, and research performance and impact.

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Areas of accountability listed in approximate order of importance and time commitment

Areas of accountability	Core responsibilities and typical activities	Measures of performance
Leadership and Management	Lead and manage the staff that services the wider Division and Animal Care and Ethics Committee (ACEC) in relation to animal ethics, policy, regulations, procedures and administration. Provide operational oversight to developing and applying a coordinated and consistent university approach to animal ethics, and communicate that approach together with technical and professional advice to all key stakeholders. Lead initiatives, outreach and engagement that will contribute to researcher development in the areas of research ethics and compliance; and that more broadly will strengthen the culture of responsible conduct of research at the University. Support the Animal Ethics Officer, including workload, and on projects and specific matters. Implement initiatives and outreach that drive implementation of the Australian Code for the care and use of animals for scientific purposes. Provide operational oversight to delivery of relevant ethics training and development.	Portfolio managed effectively and efficiently. Staff and stakeholders are aware of their obligations and adhere to the relevant policies and procedures. Strengthened culture of responsible conduct of research. Successful delivery of projects and work outputs. Positive working relationships within team and strong lines of communication evident.
Compliance and Risk Management	Ensure compliance of the University with national guidelines and Commonwealth and State statutes relating to the ethical operations of animal-based research. Work closely with the ACEC to drive and implement system and business process improvements. Manage the collection, collation and reporting of data required by legislation and the University and prepare and submit reports, as required. Identify risks and work closely with stakeholders to strengthen risk management, mitigation and controls; and implement strategies to ensure sound risk management.	University meets its obligations. Positive stakeholder feedback. All compliance regulations are met.
Expertise and Governance	Liaise with relevant authorities on matters relating to animal ethics; ensure that University policy / documentation is current and in line with animal ethics legislation; and provide advice to the Animal Care and Ethics Committee on any changes or revisions necessary to ensure the highest ethical standards.	Relevant policies and procedures are accurate and up to date.

	Provide specialised and technical advice to researchers, and the Animal Care and Ethics Committee on requirements and responsibilities associated with the ethical conduct of animal-based research. Undertake pre-reviews of animal ethics proposals as required to support efficient and effective review and approval processes.	Recognised as a trusted advisor and expert in this field.
Stakeholder Engagement and Communication	Develop and maintain effective consultative relationships with key stakeholders within the Division and wider University community, including researchers, governance groups and executive leadership. Proactively represent the University both internally and externally and develop strategies to leverage key relationships with a view to creating opportunities for collaboration. Work closely with staff at the University's Colleges and Institutes to streamline activities and initiatives, and to ensure consistent, accurate and current information is shared with relevant stakeholders. Act as the primary point of contact for complaints regarding the conduct of research under the oversight of the ACEC and provide expert advice in the resolution of complaints. Close collaboration with the Animal Welfare Officer on matters related to the implementation of the <i>Australian Code for the care and use of animals for scientific purpose</i>. Educate ACEC members and the research community through: i) the regular distribution of information to the ACEC and the research community. ii) orientation of new staff, researchers and higher degree candidates with respect to the involvement of animals in research. iii) planned annual program of training and education	Recognised as a trusted contributor and expert in the provision of accurate advice in all areas of responsibility. Positive stakeholder relationships. Regular and effective representation of the university as appropriate. Effective conflict resolution. Information disseminated as appropriate and effective orientation for new University staff carried out. Annual training plan provided January each year.
Analysis and Reporting	Undertake analysis and prepare briefing papers, correspondence, submissions, reports and other documents relevant to the functions of the Division and immediate team. Contribute to the development of mechanisms for quality assurance for the ACEC. Ensure the maintenance of the research ethics information management database.	Documents are comprehensive and fit for purpose and provided in a timely and efficient manner. Timely completion of tasks and activities.

		Reports are of a high quality.
Process Improvement	Identify opportunities and drive the development and implementation of continuous improvement initiatives of research ethics matters throughout the University. Develop, review and evaluate policies, procedures to improve operations. In consultation with Chair of ACEC, develop program of monitoring high-risk and other research as approved by the Committee.	New initiatives are identified and implemented as required. Business improvement opportunities executed within agreed timeframes.

POSITION CHARACTERISTICS

Organisational knowledge	Apply a high level of knowledge of the operation of the University and an understanding of its strategic objectives, major projects and initiatives.
Professional / industry knowledge	Apply a thorough knowledge of relevant legislation, codes and policies to maintain the highest standards of animal welfare and ensure the University's compliance with relevant legislation and codes. Apply a thorough knowledge of research ethics and governance framework as well as legislative and regulatory reporting requirements. Remain abreast of new and emerging developments and issues within the higher education, research, and animal ethics sectors. Understanding of research administration practices and activities including knowledge of best practice in other Australian universities and relevant international research institutions.
Level of supervision / independence	Operate under broad direction and display considerable levels of autonomy and initiative. Model leadership and the ability to work within a team to deliver outcomes for R&I Division and the University.
Problem solving and judgement	Provide advice to staff and other stakeholders, requiring integration of a range of internal and external policies and requirements, and an ability to achieve objectives within complex organisational structures. Provide direction and where appropriate take action for the resolution of complex and sensitive issues. Independently manage projects and programs arising from operational and strategic plans.
Key relationships (internal and external) and immediate team	Research and Innovation Division – Senior Executive Leadership Team

	Research and Innovation Division – internal staff and portfolios Animal Welfare Officer The University's Animal Care and Ethics Committee (ACEC) University's research and academic staff College Pro Vice-Chancellors and their research team representatives Relevant University Committees External government agencies External funding bodies and partners External professional organisations and external partners
Challenges	Managing stakeholder expectations in a complex external environment.
Special characteristics	Nil.
WWC check required	No
Criminal record check required	No
Entrusted role check	No
Delegated authority required*	No

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with Middle Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the essential criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

ESSENTIAL CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or equivalent combination of relevant experience and/or education/training.
- Experience working with animals used in research including knowledge of animal welfare, animal ethics, and research ethics requirements.
- Demonstrated knowledge and understanding of relevant legislative requirements and best practice in the welfare and use of animals for teaching and research.
- Outstanding communication and interpersonal skills including the capacity to build relationships and an inter-disciplinary way of working.
- Effective written and verbal communication skills including the ability to design and implement researcher development activities and initiatives in the field of laboratory animal science and animal welfare.
- Demonstrated experience with managing Committee governance.
- Demonstrated knowledge of workplace obligations to, and experience in leading and cultivating workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.

DESIRABLE CRITERIA

- Experience or qualifications in veterinary science related to the use of animals in research.
- Experience in a higher education institution setting or similar role.
- Knowledge of trends and current expectations of community groups in respect of animal experimentation, ethics and welfare.
- Experience in using IT systems relevant to animal ethics governance and administration; and with business systems review and improvements.

Date PD last reviewed:	18 October 2022
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