

CLASSIFICATION: HEO 6

ACADEMIC UNIT/PORTFOLIO: Research and Enterprise

ADMINISTRATIVE UNIT: UniSA Research Office

LAST REVIEWED: April 2023

BROAD PURPOSE

The Animal Ethics Officer is responsible for contributing to the development and promotion of a safe and ethical research culture within the University by supporting research and teaching activities undertaken by staff and students involving the use of animals.

POSITION ENVIRONMENT

The **University of South Australia (UniSA)** is Australia's University of Enterprise. We are South Australia's largest university and one of the very best young universities in the world. At UniSA, we are authentic, resilient, and influential - and we deliver results. We pride ourselves on our dynamic and agile culture, which embraces challenges and thrives on breaking new ground. Plus, we are committed to the principles of excellence and equity.

Our people are critical to our success. They are creative, enterprising and innovative thinkers, communicating with clarity, conviction and enthusiasm.

We educate global professionals ready to create and inspire change, through more than 200 world-class degrees. We deliver outcomes-focused research that is inspired by global challenges and opportunities, to deliver economic and social prosperity.

Our strategic plan, *Enterprise25*, focusses on our people, programs and precincts, and sets out our path to ensure that we continue to deliver quality teaching, research and student outcomes.

The **UniSA Research Office (ORC)** provides support for the management of research, and administers sponsored research projects, along with contract research and consultancy agreements. It is also responsible for ensuring the responsible and ethical conduct of research, and for developing and implementing strategic initiatives to improve the quality of the experience and outcomes for postgraduate research students.

The **Research Ethics and Compliance team** provides training, support and services to ensure research by and for UniSA is conducted in a responsible manner, and complies with the requirements of legislation, policies and procedures, codes and guidelines. The Research Ethics and Compliance team includes specialist support relevant to UniSA's core research areas, and comprises Human Research Ethics, Animal Ethics, Biosafety and other compliance and risk management areas, such as defence export controls, sanctions, foreign influence and foreign interference.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Manager: Research Ethics and Compliance.

This position works closely with the existing Animal Ethics Officer, Animal Welfare Officers, the Chair and members of the UniSA Animal Ethics Committee (AEC), and other members of the Research Ethics and Compliance Team.

The Animal Ethics Officer will also form working relationships with:

Internal

- Director: Research and Innovation Services
- Deputy Director: Research and Innovation Services (Ethics, Compliance and Infrastructure)
- Chair, Deputy Chair, and members of UniSA's Animal Ethics Committee
- Office of the Deputy Vice Chancellor: Research and Enterprise
- Core Animal Facility staff
- Deans of Research
- Director: Enterprise Hub and Enterprise Unit teams
- Research staff and students
- Academic and Professional staff in Academic and Professional Units
- Facility and laboratory managers
- Work Health and Safety representatives

External

- Representatives of the Commonwealth and State legislative authorities, agencies, and instrumentalities, including the SA Department for Environment and Water (DEW)
- Other universities both locally and nationally
- Members of a broad range of interest groups and the general public
- Other external research ethics bodies

CORE RESPONSIBILITIES

1. Promote awareness of and adherence to the requirements of Commonwealth and State legislation and regulations, and University policies, regarding the use of animals for research and teaching.
2. Maintain knowledge of any changes to statutory requirements and guidelines relating to animal ethics and related issues.
3. Provide advice to the University community about animal ethics, including the preparation and submission of ethics applications and reports to the University AEC, and submission requirements for external AECs.
4. Provide executive support to the Chair, Deputy Chair and members of the Animal Ethics Committee and any relevant subcommittees of the University of South Australia. This includes the preparation of meeting agendas; drafting correspondence (including minutes and letters to applicants); payment of relevant AEC members' honoraria; and the provision of assistance to the AEC Chair and Deputy Chair in any other administrative matters.
5. Contribute to the development and revision of relevant University forms
6. Receive and process applications and reports to the AEC.
7. Coordinate monitoring visits to research facilities by members of the AEC, and the drafting of reports following such inspections for acceptance by the AEC.
8. Provide ongoing support to AEC members in the use of electronic document management for AEC meetings.
9. Undertake data entry of AEC applications and associated correspondence in Research Master and SharePoint.
10. Collect and process annual, progress and final reports from researchers for review by the AEC.
11. Assist with coordination of training to enhance the knowledge, ethics skills and understanding of new researchers, senior researchers, and members of the AEC as required.
12. Maintain, and contribute to the improvement of, the animal ethics webpages.
13. Develop and maintain effective collaborative relationships with representatives of other animal ethics committees, particularly those of other South Australian universities and institutions.

14. Develop and maintain effective collaborative relationships with representatives of the Animal Welfare Unit of the Department for Environment and Water.
15. Provide input to the development and continuous improvement of an online animal ethics system.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

SPECIAL REQUIREMENTS

- Some out of hours work will be required.

UNIVERSITY REQUIREMENTS

Staff must follow and apply the following:

1. Core Staff Attributes

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity
- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

2. Health Safety & Injury Management

- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified workplace hazards and incidents.

3. Performance Development and Management

Participate in the University's Performance Development and Management process.

SELECTION CRITERIA

Essential

1. Tertiary qualification in a relevant discipline plus relevant work experience, or demonstrated equivalent skills, knowledge and experience in a higher education or research-related environment.
2. Familiarity with, and knowledge of, the Australian code for the care and use of animals for scientific purposes along with relevant legislation in relation to the use of animals in research and teaching activities.
3. Demonstrated experience in interpreting and applying policies, procedures and guidelines accurately, and providing advice to others in a confidential, sensitive and confident manner.
4. Highly developed oral and interpersonal communication and negotiation skills, including demonstrated experience in working effectively with people at all levels, both internal and external to the organisation.
5. Excellent analytical, research and writing skills to enable effective synthesis of complex information and data from multiple sources, and the provision of high-quality, evidence-based reports.
6. Ability to work effectively as part of a team in a fast-changing environment; to work productively with limited supervision; and to work to deadlines.
7. Moderate computer skills, including familiarity with the following Microsoft Office programs: Word, Excel, PowerPoint and Outlook.
8. Demonstrated commitment to the development, implementation and continuous improvement of policies and procedures, and systems that deliver quality services.

Desirable

1. Experience in providing high-quality executive support to committees.
2. Familiarity with, and knowledge of policies and procedures in relation to the use of animals in research and teaching activities in a higher education environment.
3. Familiarity with SharePoint and Research Master (RME6).