

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Research Ethics Officer (Animal Ethics)

POSITION NUMBER	0044528
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$92,749 - \$100,397 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Pascal Bernard Tel +61 3 8344 5338 Email pascal.bernard@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

This role is located in the Office of Research Ethics & Integrity (OREI), a business area within Research, Innovation and Commercialisation (RIC).

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

The Office for Research Ethics and Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, bio-risk management, animal welfare and export controls.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and

inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The University of Melbourne is investing in Ethics. In 2020, the Research Ethics Officer (Animal Ethics) role formed part of the new Ethics Shared Service (ESS) model introduced to OREI, with the aim to provide a centralised and streamlined end-to-end administrative support to researchers with their animal ethics related submissions.

The position requires the incumbent to possess the ability to interpret and accurately apply general principles, University policies, legislation and related regulatory agency requirements to individual matters.

The position assists in the development and implementation of information resources and training programs related to animal ethics.

Reporting line: Senior Research Ethics Officer (Animal Ethics)

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: University wide and with external committee members

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- The Research Ethics Officer (Animal Ethics) will effectively and efficiently manage the business of and act as Secretary to at least one Animal Ethics Committee (AEC) and supports the operations of other University AECs as required.
- Provide high level advice to committee chairs and committee members; act as the committee liaison officer with academic staff, research students and professional staff at all levels.
- The Research Ethics Officer (Animal Ethics) will correspond with researchers about decisions of the committee and aim to clarify and resolve issues that may stem from the exchange of information between committees and researchers, with input from the Chair as required.
- Provide expert and well-timed advice and support to researchers and professional staff on complex matters that will require a general understanding of research procedures and methodology. This includes providing advice on regulatory requirements, committee processes, approved research/teaching projects and ethical issues as they relate to the use of animals in research and teaching.
- Maintain accurate and comprehensive records of animal ethics applications using the University's enterprise system, Infonetica ERM or other University records management systems as required.
- Provide general and technical support to researchers and students submitting an ethics application.
- Contribute to the development, organisation and presentation of training material relating to animal research ethics, including participation in seminars and workshops for committee members, academic staff and research students.
- The Research Ethics Officer (Animal Ethics) will correspond with researchers about decisions of the committee and aim to resolve everyday conflicts that may stem from the exchange of information between committees and researchers.
- Contribute to the continuous business improvement of the Ethics Shared Service by providing essential support to the Senior Research Ethics Officer, Manager and Directorates of OREI when required.
- Achieve service excellence by proactively monitoring and seeking ways to enhance service delivery.
- Under the direction of the Manager, Animal Ethics assist investigations into complaints/ enquiries about animal ethics, breaches of conditions of Committee approval and adverse events.

Selection Criteria:

Education/Qualifications

1. The appointee will have: A degree, preferably in the sciences, with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in administrative fields; or equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

1. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
2. Demonstrated knowledge relating to the principles and conduct of ethical research, external regulatory frameworks (i.e. Victorian Prevention of Cruelty to Animals Act 1986 (POCTA Act), Australian Code for the care and use of animals for scientific purposes 8th edition 2013).
3. Experience and demonstrated achievement in committee servicing and support.
4. Well-developed oral and written communication skills including the ability to write accurate and concise minutes; synthesise information to prepare careful responses reflecting committee decisions on complex issues; prepare advisory notes; deal with a wide range of people and convey complex and confidential information in a sensitive yet clear manner.
5. The capacity to prepare and deliver training material and information sessions to people from a range of backgrounds.
6. Demonstrated ability to provide high level advice to client groups, involving the ability to interpret policies and regulatory requirements.
7. The ability to recognise possible points of concern or contention, and to assess how these can be most effectively handled, including the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues.
8. Exceptional organisational skills, with demonstrated ability to work autonomously and flexibly under pressure, manage competing demands and prioritise workload to meet deadlines whilst maintaining accurate records and service quality.

Other job related information:

Occasional travel between campuses may be required.

Employment in this position is conditional upon reception and maintenance of a Working With Children Check.