



Position Description

Animal Ethics Senior Partner

Research Integrity Unit

Office of the Pro Vice-Chancellor (Research and Innovation)

Classification	Level 7
-----------------------	---------

Delegation band	Delegations and Authorisations Policy (see Section 3)
------------------------	---

Special conditions	Nil
---------------------------	-----

Workplace agreement	Charles Sturt University Enterprise Agreement
----------------------------	---

Date last reviewed	July 2024
---------------------------	-----------



About Charles Sturt University

Purpose

The Wiradjuri phrase '*yindyamarra winhanganh*' means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

Our Students	• Commencing progress rate • Student experience
Our Research	• Research income • Research quality and impact
Our People	• Engagement • All injury frequency rate
Our Social Responsibility	• Underlying operating result • Community and partner sentiment



Office of the Pro Vice-Chancellor Research (Performance and Governance)

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with global impact. We collaborate with our partners on research with global impact.

The Deputy Vice-Chancellor (Research) (DVCR) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVCR portfolio the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

The Pro-Vice Chancellor Research (Performance and Governance) (PVCR(PG)) supports the DVCR as a key member of the portfolio leadership team. The PVCR(PG) has specific responsibility for leading the research strategy implementation outside of Institutes, provides leadership in the development of strategic initiatives for internal research support schemes, and is responsible for oversight of research integrity initiatives and support. The PVCR(PG) is the key liaison with Faculty and works closely with the Executive Deans, Associate Deans (Research), Heads of School and Associate Heads of School, especially in relation to setting School and Faculty research KPIs, and monitoring progress against these KPIs.

Research Integrity Unit

The Research Integrity Unit, within the Office of the Pro-Vice Chancellor Research (Performance and Governance), promotes and enables the responsible conduct of research and teaching at Charles Sturt University. The Unit provides advice on all aspects of research ethics and integrity and supports the University's Human Research Ethics Committee, Animal Ethics Committee, Institutional Biosafety Committee, Defence Trade Control Committee and the Radiation Safety Committee.

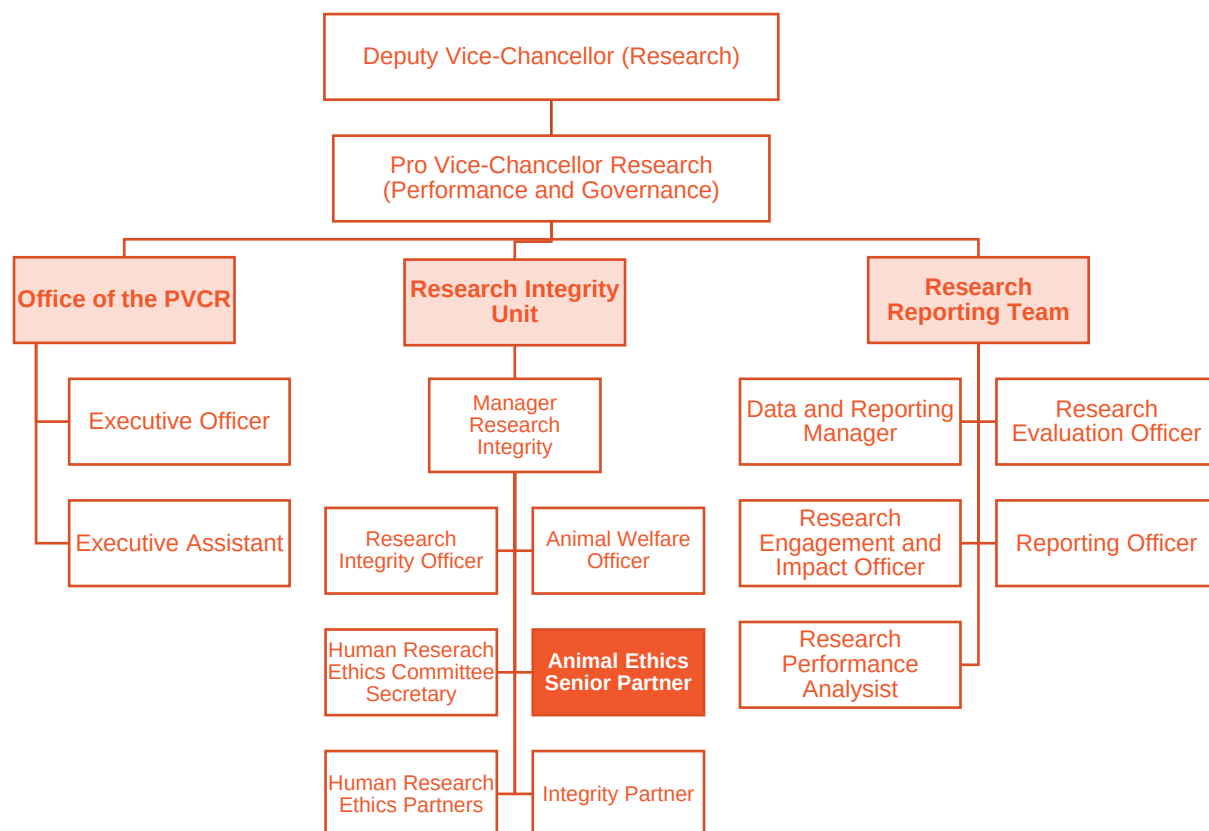
The Research Integrity Unit has a fundamental responsibility to support the University's compliance with:

- The Australian Code for the Responsible Conduct of Research
- The National Statement on Ethical Conduct in Human Research
- The Code of Ethics for Aboriginal and Torres Strait Islander Research
- The Australian code for the care and use of animals for scientific purposes
- Various legislative instruments relating to biosafety, defence trade and radiation safety

Together, these reference materials establish a framework for responsible research conduct and provide a foundation for high-quality research, credibility and community trust in the research endeavour.



Organisational chart



Reporting relationship

This position reports to: Manager, Research Integrity

This position supervises: N/A

Key working relationships

- Animal ethics committee
- University researchers and academics
- University technical and animal support roles
- University audit and compliance roles
- Government departments and regulators
- Other institutions accredited to use animals for scientific purposes



Position overview

The Senior Animal Ethics Partner is an authoritative source of information and support for the University's Animal Ethics Committee on governance practices, policies and regulations.

Governance support includes providing expert advice and education on legislation and policy, preparation of submissions, agendas and minutes, and monitoring and implementation of regulatory/procedural changes for the advice of the committee and the University more generally. The position will consult with the Manager, Research Integrity and the Presiding Officer of the Animal Ethics Committee where required and appropriate, particularly for complex issues.

Principal responsibilities

- Provide high level advice and support to the committee including:
 - Advise on and manage governance issues based on the terms of reference, policy, current issues and the advice of relevant staff.
 - Process committee business items using the research management information system.
 - Produce accurate agendas, minutes and other committee documentation within agreed timeframes.
 - Interpret and clearly articulate the decisions of the committee in minutes, action sheets and follow up communications with stakeholders
 - Ensure effective communication between the committee executive, committee members, the Research Integrity Unit, applicants and other relevant stakeholders within the University.
 - Maintain records in relation to the governance and administration of the committee according to University standards.
 - Update and maintain committee online resources and webpages.
 - Administer the appointment process for new and continuing committee members
- Act as an authoritative source of information to the Presiding Officer and committee on legal, statutory and policy requirements as well as changes in industry developments.
- Research, analyse, interpret and articulate policy to be incorporated into the regulations and policy published in the University's Policy Library. Identify the regulations requiring amendment and assess and identify any impact on other regulations.
- Review and implement variations to systems and processes on the basis of committee decisions and compliance requirements.
- Develop and deliver induction and training for committee members and users of policy (staff, students etc.), and monitor policy awareness and adherence to strengthen the University-wide understanding of, and compliance with, policy.
- Prepare reports for university stakeholders such as management and governance bodies.
- Prepare annual reports to regulatory bodies, maintaining licenses or accreditations as applicable.
- Coordinate committee budgets and financial transactions as required.
- Make a positive contribution to the overall management and culture of the Research Integrity Unit.
- Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Influence	Create compelling arguments to persuade others and promote ideas that add strategic value.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Write and Report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree with at least four (4) years' subsequent relevant experience to consolidate and extend theories and principles learned; or extensive experience and specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven high-level research and analytical skills for problem solving through the interpretation of legislation, regulations, policies and industry practice.
- C. Demonstrated experience in preparing and presenting timely and accurate management reports and committee meeting documentation utilising excellent writing skills demonstrating clarity, conciseness, and ability to structure and format information.
- D. Excellent interpersonal and oral communication skills with the ability to influence and negotiate matters with confidentiality, sensitivity and discretion.
- E. Proven ability to work autonomously as well as within a team, manage tasks effectively, meet multiple deadlines and balance competing priorities in a high pressure environment.

Desirable

- F. Experience in governance practice within a research or education setting

