

Animal Ethics Administrator

Contingent Continuing, Full-Time appointment
Professional Level 6 - \$86,629 – \$92,329 pa
Plus 17% superannuation and 6 weeks annual leave
Casuarina Campus

Provide coordination and executive support for the Animal Ethics Committee (AEC), and provides administration support to the Research Ethics team within the Office of Research and Innovation (ORI) with specific focus on the Animal Ethics related activities.

About the Position

As the Animal Ethics Administrator, you will be responsible for coordinating key activities associated with supporting the AEC and its members and support the Animal Welfare Officer. Recommendations and advice provided by this role includes high-level service to the CDU research community and research ethics applicants.

About You

To be successful, you will require:

- Tertiary qualifications with subsequent relevant experience, in research ethics administration or an equivalent combination of relevant experience and/or education/training and the ability to quickly become familiar with and understand relevant legislation, guidelines and codes of conduct.
- Demonstrated high-level written and effective verbal communication skills, including the ability to present information to an audience for training purposes, and the preparation of agendas and minutes.
- High-level experience of using IT systems and electronic workflows to support business processes for researchers and committees and evidence of the willingness for on-going improvement to existing processes.
- Sound judgment and problem-solving skills, including a demonstrated ability to multi-task and display initiative with limited direction.
- An ability to provide high level customer service and advice to internal and external clients.
- Demonstrated ability to work well as part of a dynamic team and to help coordinate team efforts in a smooth and effective manner.
- High level proficiency or willingness and ability to learn and use data management systems, software packages, including Microsoft Office 365 applications, Word, Excel, and the ability to quickly learn other computer programs.

Desirable:

- A comprehensive understanding of the Australian research environment and the codes, guidelines and legislation underpinning animal research in Australia.
- An understanding of animal welfare and animal care/husbandry or understanding of animal biology.

To view the full position description please click the apply link to be directed to the vacancy on our CDU job site and then click on job attachments.

Remuneration

Appointment to this role will be at **Professional Level 6**. The base salary will be in the range of **\$86,629 – \$92,329 per annum**. The total remuneration package will be in the range of **\$101,355 - \$108,024 per annum, including 17% superannuation**.

What's in it for you?

- An employer who values your contribution to building a bigger, better and stronger University
- Work with a University committed to changing people's lives for the better through training, education and research
- Opportunities for professional development, paid study and career progression
- An enviable lifestyle in the spectacular Northern Territory
- 17% superannuation
- Up to six weeks of paid annual leave
- Up to 26 weeks of paid parental leave (primary care giver), in addition to government payments (eligibility criteria apply)
- Recognition of prior service with another Australian university / NT Government for Long Service Leave (recognition applied to qualifying period only)
- Ability to negotiate transfer of leave entitlements under the Public Employment (Mobility) Act 1989
- Free on-campus parking in designated areas
- Employee Assistance Program
- Salary Packaging opportunities

How to Apply

All applications must be received online via the 'apply' button and should include your resume and a cover letter outlining your interest in the role and relevant skills and experience and response addressing the selection criteria of the role.

For a confidential discussion about the position please contact **Michelle Jeffery** on **08 8946 6498** or email michelle.jeffery@cdu.edu.au.

Adjustments can be made throughout the application and selection process, as well as during employment to support applicants and employees with disability. CDU's Workplace Adjustment Policy and Procedure can be found at <https://policies.cdu.edu.au/view-current.php?id=191&version=1>. If you would like to discuss adjustments, please contact the People Services Team on 08 8946 6284 or email peopleservices@cdu.edu.au.

Diversity and Inclusion

At CDU we actively celebrate our diversity. We innovate, embrace new ideas, and act with courage and kindness. We're about what we can give to the world rather than what we take, and we believe in the transformative power of education. We work hard to make sure every member of our University community feels they truly belong. Understanding that it is through our focus on our people and leveraging our differences that will make CDU the most connected University in Australia, we are striving to ensure that our culture and our community are inclusive of all our staff, students, and visitors. We are committed to maintaining a culture where everyone feels respected, safe, encouraged to speak up and supported in achieving their professional goals. Applications from First Nations people, women at all levels, culturally and racially marginalised people, people with disability, neurotypical and neurodiverse people, LGBTQIA+ people, people with family and caring responsibilities and people at all stages of their careers are welcomed.

You make CDU. And we want you to be exactly who you are.

Applications Close: Tuesday, 6 May 2025