

POSITION PROFILE

Animal Ethics Administrator

Office of Research and Innovation

Position Number	10794
Position Classification	Professional Level 6
Location	Casuarina Campus
Reporting to	Animal Welfare Officer, Research and Innovation (7392)
Special Provisions	• Appointment is contingent upon receipt of a satisfactory National Criminal History Check. • Ability to travel to regional and remote locations. • It is a requirement of the position for the occupier to hold a current clean NT driver licence.
Required/Desired Qualifications	• Tertiary qualification or 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.

Purpose of the Position

The Animal Research Ethics Administrator provides 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.

In accordance with the relevant legislation, the Animal Research Ethics Administrator is responsible for coordinating key activities associated with supporting the AEC and its members, and supports the Animal Welfare Officer. Recommendations and advice provided by this role includes high-level service to the CDU research community and research ethics applicants.

The role is responsible for taking carriage of administration tasks related to AEC activities. This includes maintaining data integrity, secretariat tasks, and supporting the Animal Welfare Officer (AWO) to ensure that all regulatory requirements of compliance and funding bodies are met.

Duties

Ethics Administration

- Assist with the implementation and promulgation of CDU policy and guidelines associated with Animal Ethics.
- Support the AWO to prepare relevant documentation regarding the establishment and activities of the AEC for input and approval by the committee members, management, the University Executive, and other organisations involved in the committees.
- Assist with the preparation of relevant business processes and operational documentation relating to animal ethics review and animal welfare at CDU.

- Prepare and manage correspondence associated with the activities of the AEC with the AWO and Chair of the AEC. Occasionally support the management of correspondence for the Human Research Ethics Committee.
- Assist the AWO with managing membership of the AEC, attend and provide secretarial services at the AEC meetings, and provide support and advice as needed to both AEC members and AEC users. Train and support AEC members in the use of technology to access and comment upon meeting-related correspondence.
- Assist the AWO in the development and coordination of ethics training programs.
- Take responsibility for the data integrity of Animal Ethics Databases and ensure all information received is recorded and acted upon in a timely manner.
- Provide all administrative support including coordination of logistics, catering, payments of invoices and other relevant administrative tasks to ensure smooth running of the Animal Ethics Committee meetings and training programs.

Liaison and Communication

- Develop and maintain stakeholder relationships to promote a positive ethics culture.
- Assist with the provision of support to researchers on animal ethics, including subject matter advice. Assist with developing animal ethics applications and guidance on the approval process, including pre-submission review of applications.
- Liaise with and provide advice to internal and external stakeholders on the operations of the Animal Ethics Committee.
- Assist with the preparation of internal and external reports to managers and regulatory bodies regarding the activities of the committees as required.
- Answer enquiries across the range of animal ethics functions from internal and external stakeholders.
- Prepare regular communications and newsletters for internal and external stakeholders. Assist with ongoing development and review of the CDU Animal Ethics and Welfare webpages.

Decision-making and reporting

- Assist with the preparation of regulatory reports and animal research licence applications for state/territory governments.
- Assist with the preparation of annual reports on the activities of the AEC for the University Executive and other organisations.
- Assist in data quality control processes for ethics systems.

Knowledge and proficiency

- Assist with the monitoring and support of the research ethics processes, investigating any issues with researcher satisfaction or processes.
- Develop and implement mechanisms for receiving critical feedback and analyse the success of the research ethics approval process.
- Provide support to the Office of Research and Innovation in the implementation of other aspects of research ethics management as directed.
- Actively participate in relevant networks to ensure currency of knowledge of sectorial practices.

Key Selection Criteria

Essential competencies

- 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 competencies

- 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.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Employees, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and University policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.

- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.