

POSITION PROFILE

Research Ethics Administrator

Office of Research and Innovation

Position Number	10794
Position Classification	Professional Level 5/6
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 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 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

- Process and manage the administrative lifecycle of ethics applications, including document handling, file storage and data entry.
- Provide secretariat support to the AEC, including agenda preparation, coordination/logistics of meetings, minute taking and preparation of correspondence. Occasionally support the Human Ethics Committee.
- Monitor application deadlines and committee cycles, ensuring timely progression and accurate reporting
- Provide support to researchers on animal ethics applications. Respond to enquiries regarding ethics processes, codes and procedural documents.
- Maintain and update animal ethics database and records systems, ensuring data accuracy and input in a timely manner. Assist in data quality control processes. Maintain the website.

- Assist the AWO in the development and coordination/logistics of ethics training programs.
- Assist with the preparation of documentation including relevant business processes and operational documentation relating to animal ethics review and animal welfare at CDU.
- Develop and maintain stakeholder relationships to promote a positive ethics culture.
- Assist with the monitoring and support of the research ethics processes, investigating any issues with researcher satisfaction or processes. Contribute to continuous improvement initiatives under supervision, suggesting enhancements to administrative practices or service delivery.
- 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.

Additional Duties at Level 6

- Provide support to researchers, including subject matter advice. Review ethics applications for compliance, providing advice to researchers or escalating complex/non-compliance cases as appropriate.
- Contribute to the development, review, and implementation of policies, procedures and standard operating procedures.
- Design and deliver training/workshops/online modules to build awareness of ethics, compliance and integrity requirements.
- Provide executive support to the AEC. Manage membership, provide training and support to AEC members.
- Assist with the preparation of internal and external reports to managers and regulatory bodies regarding the activities of the AEC as required, including assistance with animal research licence applications and reporting.
- Coordinate small projects or initiatives aimed at improving systems, processes or governance frameworks.
- Develop and implement mechanisms for receiving critical feedback and analyse the success of the research ethics approval process.

Key Selection Criteria

Essential competencies

- Relevant experience and/or education/training in administration. Strong organisational skills with a high level of accuracy and attention to detail in managing records, databases, documentation and meeting support. The ability to become familiar with and understand relevant legislation, guidelines and codes of conduct.
- Effective written and verbal communication skills, including the ability to communicate professionally with a diverse range of stakeholders and draft correspondence, agendas and minutes.
- Proven ability to manage competing priorities and meet deadlines in a high-volume administrative environment, while maintaining professionalism, confidentiality and attention to detail.
- An ability to provide high level customer service and advice to internal and external clients.
- Ability to work independently and collaboratively in a small, high-performing team, with a proactive mindset.
- Proficiency in using Microsoft Office and administrative items. Experience, or ability to learn to use data management systems. Capacity to learn new software platforms quickly (i.e. research management systems)
- Experience 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.

Additional Key Selection Criteria at Level 6

- 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.
- Highly developed written and verbal communication skills, including the ability to explain complex ethical or policy concepts clearly to diverse stakeholders and to prepare high-level reports and guidance documents. Ability to present information to an audience for training purposes.
- Demonstrated ability to manage competing priorities and deadlines in a high-volume administrative or regulatory environment, applying strong analytical and problem-solving skills to enhance operational efficiency. Ability to multi-task and display initiative with limited direction.
- Ability to work independently and collaboratively within a small, high-performing team, with a proactive mindset and commitment to continuous improvement.
- Proficiency in using Microsoft Office and administrative systems. Experience with data management systems, and high-level IT proficiency.

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.