

POSITION DESCRIPTION

Position Title	Research Ethics Manager		
Organisational Unit	Research Services		
Functional Unit	Office of the Deputy Vice-Chancellor Research		
Nominated Supervisor	Senior Manager, Research Services		
Higher Education Worker (HEW) Level	9	Campus/Location	North Sydney
CDF Achievement Level	Management (Line)	Work Area Position Code	11313
Employment Type	Full-time, Continuing	Date reviewed	26 May 2014

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University’s local presence and development of the University at the local ‘campus’ level.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR, RESEARCH

The Deputy Vice-Chancellor Research leads ACU’s research intensification strategy and is responsible for overseeing all aspects of the ACU Research Portfolio, including research and research training. The Office of the Deputy Vice-Chancellor Research is responsible for the University’s research strategy framework, policies, governance, research data analysis and reporting, research contracts and funding management, research committees, and research staff performance.

The Office of the Deputy Vice-Chancellor Research collaborates with the Faculties and Research institutes in implementing the strategic research direction of the University and provides support for research excellence.

POSITION PURPOSE

The Research Ethics Manager is responsible for the smooth operation of the University’s Human Research Ethics Committee (HREC) and ensures that:

- research undertaken by or through the University demonstrates best practice in relation to both internal and external research ethics governance requirements; and
- the University is equipped to meet its research ethics governance requirements through the development of sound research ethics policies, guidelines and procedures and for promoting a positive and ethical research culture.

The position is responsible for facilitating approved operational and support requirements for other ethics and safety matters, such as those relating to research with animals, institutional biosafety, and others as required.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University’s expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University’s strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓

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Support the Chair and members of the Human Research Ethics Committee (HREC) to ensure that the review of Ethics applications is conducted in accordance with the requirements of the <i>National Statement on Ethical Conduct in Human Research</i> , meetings are conducted in accordance with best practice, that membership is always quorate and that members are properly inducted and supported, that applications are reviewed ethically, efficiently and transparently, ensure supporting material is provided to members in a timely fashion, that accurate records including minutes of each meeting, are maintained.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓
Ensure that ethics applications are managed appropriately for all stages of their life cycle, including assessment, annual reports, amendments, transfers, Adverse Events, and complaints.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Know ACU Work Processes and Systems 				✓
Be responsible for the accurate recording and reporting of all Ethics data and records to ensure compliance with the <i>National Statement on Ethical Conduct in Human Research</i> and the needs of the University. Work with Research Systems Team to promote optimum efficiency of the ORION on-line ethics form and Research Master database systems in conjunction with the needs of the ODVCR.	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 			✓	
Work with senior staff in the ODVCR, HR and the Office of General Council (OGC) on the development of policies and guidelines to meet legal and best practice requirements in areas such as Child Protection, Privacy, Clinical Trials, as well as research at ACU and in schools, hospitals and other organisations.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓

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Provide input to the development of policies and guidelines relating to research grants and ethics, as required by the <i>Australian Code for the Responsible Conduct of Research</i> , the <i>National Statement on Ethical Conduct in Human Research</i> , the <i>Australian Code for the care and use of animals for scientific purposes</i> and various funding bodies. Facilitate the development of risk management strategies for the conduct of Clinical Trials, animal research and biosafety matters.	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Be Responsible and Accountable for Achieving Excellence 			✓	
Supervise the Ethics staff, including their professional development, workloads and personal leave, and oversee the expenditure of the Ethics budget.	<ul style="list-style-type: none"> Communicate with Impact Coach and Develop Make Informed Decisions 	✓			
Work with the HREC Chair and Dean of Research and the faculties to promote an ethical culture of research for staff and students (HDR and Honours) through the development and provision of training activities, work with the Manager, Graduate Research to promote training in research ethics and integrity in accordance with the <i>Australian Code for the Responsible Conduct of Research</i> .	<ul style="list-style-type: none"> Communicate with Impact Coach and Develop Know ACU Work Processes and Systems 				✓
Engage with local and national HREC networks, the NHMRC and the Australian Health Ethics Committee (AHEC), and relevant bodies such as government departments (e.g. education departments, health and community services), to ensure currency with research ethics requirements.	<ul style="list-style-type: none"> Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Keep abreast of changes to external requirements, such as state and commonwealth legislation and guidelines to ensure that the University's ethics and safety policies, guidelines and procedures continue to meet the necessary standards.
- Work with a large committee comprising internal and external members across a number of states and campuses, ensuring that the committee remains quorate and continues to function effectively and harmoniously.

- Balance the need to support research and researchers with ensuring robust ethical review in accordance with best governance practice.
- Integrate the ethics processes and guidelines into ODVCR systems to encourage a seamless experience for researchers who are required to use ORION and Research Master.
- Ensure that external and internal reporting requirements are met in a timely manner and that the HREC maintains accreditation.
- Encourage a strong culture of research ethics amongst ACU staff and students.

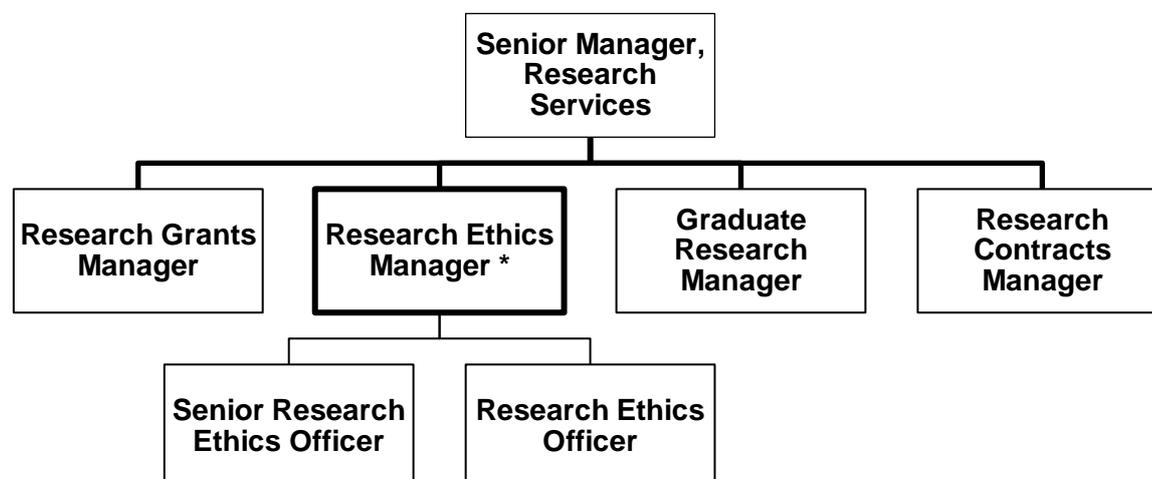
Decision Making / Authority to Act

- Provides advice and makes recommendations on policy development and improvements to the Chair, HREC and to senior staff in ODVCR to ensure that ACU continues to uphold the highest standards and meet its legal obligations in relation to research ethics.
- Provide advice to the Chair, HREC on ethical matters relating to specific research proposals, including initial investigation of complaints, and recommendations for the cessation or suspension of a protocol.

Communication / Working Relationships

- This position works closely with the Chairperson of the HREC, and communicates with the internal and external members of the HREC to ensure that the Committee operates as smoothly as possible.
- This position works closely with colleagues in ODVCR to ensure that management of ethics applications is integrated into all areas, including data management, internal and external grants, and research training and development meets the requirements of the *Australian Code for the Responsible Conduct of Research*.
- This position works with academic staff and students to ensure that they are aware of ethics requirements, that the HREC is responsive to their needs, and to encourage and foster an ethical research environment.
- This position works with faculty research administrators, Office of General Council (OGC), HR and other relevant areas within ACU to ensure that the HREC policies and guidelines reflect the needs of the University, and that these areas are kept informed of changes to relevant internal and external guidelines and legislation which may impact upon them.
- This position advises the Deputy Vice-Chancellor Research and Pro Vice-Chancellor Research on the implications of changes to relevant legislation and guidelines for the development of ACU policies and procedures, and to ensure that the University continues to meet its research ethics obligations in relation to the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian Code for the care and use of animals for scientific purposes* and various legislative and funding body requirements.
- This position communicates with members of the public and representatives of external organisations who may be affected by research, or who may have concerns about research being conducted by ACU staff or students.
- This position manages the Ethics staff, monitors their workloads and encourages their professional development.
- This position communicates with Chairs and administrator/managers of external HRECs, and participates in state and national networks to encourage networking, communication and development of responses to trends and changes in relevant guidelines and legislation.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

*The Research Ethics Manager also has a dotted reporting line to the Chair of the Human Research Ethics Committee.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualifications and a thorough understanding of the human and animal research ethics and biosafety review processes in the higher education setting.
2.	A thorough knowledge of the <i>National Statement on Ethical Conduct in Human Research</i> , the <i>Australian Code for the Responsible Conduct of Research</i> , and the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and their implications for the conduct of research in the university environment.

Core Competencies (as per the [Capability Development Framework](#))

3.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
4.	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.
5.	Work collaboratively internally and externally to ACU to capitalize on all available expertise in pursuit of excellence.
6.	Communicate with purpose, gain the support of others for actions that benefit ACU, and negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
7.	Coach and develop self and others through setting clear expectations, managing performance, and developing required capabilities to establish a culture of learning and improvement.
8.	Take personal accountability for achieving the highest quality outcomes through understanding the regulatory frameworks at ACU and striving to deliver the best at all levels.
9.	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.

10.	Make informed, evidence-based decisions by sourcing and interpreting University and business information.
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Other attributes

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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