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| POSITION TITLE | Manager, Research Integrity and Ethics |
| FACULTY/INSTITUTE/DIVISION | Division of the Deputy Vice-Chancellor (Research) |
| SCHOOL/SECTION | Office of Research Operations |
| CAMPUS | Sandy Bay |
| CLASSIFICATION | HEO 9 |
| DATE | August 2018 |

POSITION SUMMARY

The University of Tasmania is a world-class research-intensive university in an island setting. [Open to Talent](#), the University's strategic plan, sets a bold vision for the future, with high ambitions across the domains of research, students and community. It demonstrates a strong commitment to the need, value and worth of research to Tasmania and its contribution to the global community.

The University's [Strategic Research Plan](#) outlines its research values, direction and goals to ensure the delivery of innovation and creativity to the State and the resolution of global challenges.

The Office of Research Services provides high quality administrative support services for researchers and is dedicated to creating an environment that promotes the highest standard of research integrity. The Research Integrity and Ethics Unit supports the University by administering the services and systems that support and promote the responsible conduct of research activities undertaken by staff and students of the University and affiliated organisations.

The Manager Research Integrity and Ethics is responsible for the strategic and operational management of the Research Integrity and Ethics Unit in accordance with the Australian Code for the Responsible Conduct of Research (the Code) and other legislative, regulatory and policy requirements.

In line with the University's vision and goals for the responsible conduct of research, the Manager: plays a key role in establishing and maintaining research ethics, integrity and compliance systems; provides high level strategic and compliance advice to senior staff and members of ethics and compliance committees; and fosters a culture of integrity and accountability within the University's research activities.

The Manager is responsible for research governance and the provision of administrative support services for the University Research Integrity and Ethics Committee; the state-wide Tasmanian Health and Medical Human Research Ethics Committee, the Tasmanian Social Sciences Human Research Ethics Committee and the Scientific Advisory Committee; and the Animal Ethics Committee.

The Manager reports to the Executive Director Research and manages a diverse team of professional staff. The position is full-time and located on the University's Sandy Bay campus. Occasional travel to other University campuses and interstate travel is required.

POSITION RELATIONSHIPS

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| Supervisor | Executive Director, Research Operations |
| Direct reports | Research Integrity Coordinator Executive Officers (3) Administrative Officer University Veterinarian Other project based and casual staff as required |
| Other | Deputy Vice-Chancellor (Research) and Pro Vice-Chancellors Chairs and committee members of relevant committees Other staff within the Division of DVC (Research) and across the University. Senior leaders and staff of state government departments (DPIPWE and DHHS) Senior leaders and staff of research funding organisations (NHMRC and ARC). Network peers in other Australian universities and research institutes |

KEY ACCOUNTABILITIES AND OUTCOMES

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| 1. | Support the Deputy Vice-Chancellor (Research) and the Executive Director Research to ensure that the conduct of research activity in the University and affiliated organisations complies with relevant legislation, regulations, statutes, legal demands, guidelines and ethical standards. |
| 2. | Engage with and contribute to the national research management community, assess the impact of legislative and regulatory changes, make recommendations on and disseminate new requirements to the University's research community and ensure their implementation. |
| 3. | Contribute to the creation and maintenance of an effective working team culture that supports and nurtures colleagues and inspires them to perform at the highest level. |
| 4. | Oversee executive support for the meetings and activities of the University's (and affiliated organisations) research integrity and ethics committees. |
| 5. | Develop and maintain systems and processes that support and monitor the responsible conduct of research and achieve best practice. |
| 6. | Provide expert advice to the Office of the Deputy Vice-Chancellor (Research) and the Executive Director Research in relation to allegations of research misconduct and ensure the proper handling of investigations of complaints or concerns pertaining to the appropriate conduct of research. |
| 7. | Lead and manage the Research Ethics and Integrity team to ensure the provision of high quality services as well as timely information and advice in line with all relevant legislative, University policies and procedures and quality frameworks. |

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The Manager will operate under the broad direction of the Executive Director Research in conjunction with the Chairs of the University's research ethics committees and with a considerable degree of autonomy.

The Manager will exercise a high degree of judgement, discretion, confidentiality and impartiality and is responsible for the performance and development of staff reporting to this position.

POSITION CRITERIA

Essential Requirements

1. Postgraduate qualifications in a relevant field or equivalent.
2. Extensive high level experience in research management and administration particularly in relation to ethics, integrity and compliance.
3. Demonstrated comprehensive understanding of the current legislation, standards and codes of practice relating to human and animal welfare and their implications for the conduct of research in a university environment.
4. Demonstrated understanding of the principals of compliance assurance and risk management
5. Demonstrated competence in the analysis of regulatory and professional codes, policies and guidelines and its application through the provision of expert advice and development of policies
6. Proven ability in building successful and productive teams with capacity to facilitate and support the career develop of staff
7. A strong record in creating effective working relationships with a diverse range of stakeholders within the University, with affiliate organisations and other stakeholders.
8. A substantial track record in promoting and achieving best practice outcomes for conducting research in a complex and multi-faceted organisational structure.
9. Successful experience in managing complex projects and delivering agreed outcomes on time and within budget.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

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STATEMENT OF VALUES

We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can