# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Human Research Ethics Coordinator (Social and Interdisciplinary Science) - Part Time, Job Share Role |
| Reference Number**:** | 34191 |
| Classification**:** | CSOF5  |
| Salary Range: | AU $92,591 to AU $100,199 plus up to 15.4% superannuation (pro-rata) |
| Location**:** | Brisbane (Dutton Park) |
| Tenure: | [x]  3 year 3 month Term – Part time Job Share, 30 hours per fortnight |
| Relocation assistance**:** | Not Available  |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Executive Manager Social Responsibility and Ethics |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The Human Research Ethics Coordinator (SIS) provides leadership and support to CSIRO staff in their attendance to ethical research activity and assists with the ethical review and approval processes for social and interdisciplinary research within CSIRO. The HREC Co-ordinator (SIS) works closely with the Executive Manager Social Responsibility and Ethics and receives administrative support from the Ethics Administration Officer. This position would ideally suit an experienced research ethics administrator or mid-career research scientist with an interest in human research ethics. The role provides an opportunity to broaden your experience, gain exposure to, and provide design input, support and advice to a diverse range of research projects in relation to human ethics. **This position will be required to work collaboratively with the current Human Research Ethics Co-ordinator (SIS) in a job share arrangement. The duties outlined below will be distributed across these two appointments to provide effective delivery of the role.**  |

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| **Duties and Key Result Areas:** |
| * Provide advice and support to research staff regarding ethics issues in the development and design of their projects and the development and submission of ethics applications.
* Work with the CSSHREC Chair and committee members to review ethics applications and ensure effective feedback to individual applicants within agreed timeframes for review.
* In conjunction with the Executive Manager Social Responsibility and Ethics, liaise with Project Leaders and provide advice and support in regard to any issues or complaints that arise during the conduct of research.
* Support the administration of CSSHREC meetings including preparation of agendas, minutes, annual reports and payment of sitting fees.
* Request and review project progress and completion reports from Project Leaders with any identified issues followed up and managed effectively
* Develop and schedule an annual program of project reviews for approved research and work with Executive Manager Social Responsibility and Ethics and CSSHREC Chair to conduct these internal reviews. This will include identifying and responding to any issues that arise and providing feedback to Project Leaders and the organisation as required.
* Collaborate in the development and delivery of a human research ethics awareness, training and support program across CSIRO.
* Develop communication and other resources to support ethical research practice eg. ethics newsletter, website materials and general staff communication.
* Assist the Executive Manager Social Responsibility and Ethics to provide leadership and strategic advice on current and emerging research ethics matters.
* Maintain comprehensive ethics records including ethics database to ensure compliance with NHMRC guidelines and CSIRO policies.
* Support effective implementation of the CSIRO Human Research Ethics Policy across the organisation and compliance of CSIRO processes with NHMRC National Statement.
* Support the recruitment and induction of CSSHREC members and their participation in meetings.
* Work effectively collaboratively with colleagues within the ethics team and across CSIRO to plan and implement strategy, reach objectives and promote ethical research practice.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** A relevant tertiary qualification in the field of social or health sciences, preferably at a postgraduate level,and/ or equivalent experience in a research environment.
2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
3. **Collaboration:** A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.
4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.
5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.

***Essential:***1. Sound understanding of human research ethics principles and the application of these principles to social and interdisciplinary research.
2. Sound understanding of social science research methods and the use of these methods in a variety of settings.
3. Ability to effectively interpret policies, procedures and guidelines in order to provide clear and consistent advice and support to staff and the CSIRO Social Science Human Research Ethics Committee on the ethical conduct of research.
4. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
5. Demonstrated ability to manage competing demands, establish priorities, organise tasks and meet deadlines.
6. The ability to work effectively in a team environment, collaborate widely both internally and externally, and establish effective interpersonal relationships with a wide variety of people.
7. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project and in using TRIM, to manage workflow processes and on‐line transactions.

***Desirable:***1. Experience in the development and delivery of training and education support programs
2. Experience in working with human research ethics committees

**CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:*** Integrity of Excellent Science
* Trust & Respect
* Creative Spirit
* Delivering on Commitments
* Health, Safety & Sustainability
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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Ms Cathy Pitkinvia email: Cathy.Pitkin@csiro.au or phone: +61 7 3833 5693Please do not email your application directly to Ms Pitkin. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au).  |