# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Human Research Ethics Coordinator (Health and Medical Science) - Part Time (2 days per week) |
| Reference Number**:** | 56264 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95K to AU $110K plus up to 15.4% superannuation (pro-rata for part-time) |
| Location**:** | Brisbane (Dutton Park), QLD or Adelaide (Kintore Ave), SA |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| 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 (Health and Medical Science) provides leadership and support to CSIRO staff in their attendance to ethical research activity and assists with the ethical review and approval processes for health and medical research within CSIRO. The HREC Co-ordinator (HMR) 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.  Some interstate travel is required within this 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 CHMR HREC 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 CHMRHREC 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 CHMRHREC 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 CHMRHREC 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 Criteria:***   1. Sound understanding of human research ethics principles and the application of these principles to health, medical and interdisciplinary research. 2. Sound understanding of health 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 Health and Medical 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 HPRM, to manage workflow processes and on‐line transactions.   ***Desirable Criteria:***   1. Experience in working with human research ethics committees 2. Knowledge of Good Clinical Practice Guidelines, Therapeutic Goods Administration and other requirements associated with clinical trials and health research   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   **In your application and at interview you will need to demonstrate alignment with these behaviours.**  ***Special requirements:***  This role will require occasional interstate travel, including overnight stays at times. The appointee must be willing and able to fulfil these travel requirements. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **56264**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Contact:** If after reading the selection documentation you require further information please contact:  Ms Cathy Pitkinvia email: [Cathy.Pitkin@csiro.au](mailto:Cathy.Pitkin@csiro.au) or phone: +61 7 3833 5693  Please do not email your application directly to Ms Pitkin. Applications received via this method may not be considered by the selection panel.  **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).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance) |