



## Position Advertisement

**ALL JOB APPLICATIONS RECEIVED BY THE UNIVERSITY WILL BE TREATED AS CONFIDENTIAL.**

**GENERAL STAFF POSITIONS (NON-ACADEMIC) ARE OPEN TO AUSTRALIAN RESIDENTS ONLY.**

Griffith University's administrative areas recognise that their success comes from providing quality customer service and are therefore dedicated to recruiting, training and developing people who share this commitment.

**Senior Policy Officer, Research Ethics, Governance/Integrity  
Level 8 , Continuing , Full Time , Gold Coast  
VRN ORE17297/08  
Closing Date 23.07.08**

Griffith University is one of Australia's leading research universities with internationally recognised strengths in a growing number of areas, and has a national reputation for excellence in the management of ethical conduct in research. The Office for Research supports research management, development and research policy formulation within the University. This position, based at the Gold Coast campus, has been created in response to a rapidly growing research profile on the campus, particularly in areas such as health, science and technology. The position exists within the Research Policy and Ethics team, which forms part of the Office for Research.

You will provide policy and procedural advice, training and support to researchers, Research Ethics Advisors, the Griffith University Human Research Ethics Committee, and senior University officers in regard to human research ethics matters, especially in the area of clinical research. This Gold Coast-based position will provide advice and support to the University research community, liaise closely with relevant officers in Queensland Health and other State government agencies, and provide advice on the University's continued compliance with external regulatory and professional standards.

A demonstrated ability to provide executive and policy support to a committee. High level interpersonal, oral and written communication skills are essential criteria for this position.

### **Key Accountabilities / Duties**

1. Provide training, advice and support to the researchers, Research Integrity Advisors, and senior University officers, in regards to the Australian and United States' research integrity frameworks;
2. Advise and support the University in regards to compliance with institutional research governance requirements;
3. Liaise with relevant agencies (e.g. Queensland Health, Education Queensland,

Communities) in regards to the interface of the University's policies and processes with the State government's requirements and objectives;

4. Provide executive and secretariat support to the University's Clinical Research Advisory Panel;
5. In conjunction with the Manager, Research Ethics provide executive and secretariat support to the HREC, Expedited Ethical Review Panel, and working parties;
6. Prepare the University's compliance reports to external regulatory authorities;
7. Conduct training workshops for Research Ethics Advisers, Research Integrity Advisors, and other academic and administrative staff to ensure awareness and compliance with the details of the relevant national and international human research ethics and research integrity frameworks;
8. Serve as the Manager, Research Ethics, in the absence of the Manager;
9. Other duties as required from time to time by the Manager, Research Ethics.

### **Conditions e.g. Salary, Superannuation**

Salary Range: \$68,143 - \$76,659 per annum. Salary package includes 17% employer superannuation contribution: \$79,728 - \$89,692 per annum.

### **Selection Criteria**

#### **Essential**

1. Tertiary qualifications in a relevant discipline and/or an equivalent combination of experience, education and training;
2. High developed skills in regards to professional development and training and informing professional practice;
3. Proven high level interpersonal, oral and written communication skills;
4. Demonstrated competence and relevant experience in the analysis of regulatory and professional principles, resources and guidelines;
5. Proven ability to provide executive and policy support to a committee;

#### **Desirable**

6. Sound knowledge of higher education ethics policy issues and broad directions relating to the higher education sector;
7. Demonstrated knowledge and/or experience of research ethics and/or research integrity processes, procedures and systems.
8. Demonstrated knowledge and/or experience of clinical ethics processes, procedures and systems.

### **Application Process**

Applications should include the following:

- Quote VRN ORE17297/08 and name of position sought;
- Statement addressing each of the selection criteria
- Current curriculum vitae/resume which should include:
  - full name, address, telephone number, email address and facsimile number if available;
  - names, addresses, facsimile and email contact of at least three referees to whom the University may write;
  - country of permanent residence (optional but required at time of appointment);
  - employment history, including present position and notice required; details of education, professional training and qualifications.

Completed applications should be forwarded to Ms Nicole Ford, Recruitment Team (VRN ORE17297/08), Griffith University, Human Resource Management, Room 1.26, Bray Centre, Nathan Campus, Qld 4111 Facsimile: (07) 3735 5093. Email: [n.ford@griffith.edu.au](mailto:n.ford@griffith.edu.au). Please note that we can only accept electronic

applications in .doc, .rtf or .pdf formats. One document would be preferred. Applications close at 4.30 pm on the designated date. Late applications will be considered at the discretion of the Chair of the Selection Committee. All applications will be acknowledged. If you do not receive an acknowledgement your application has not been successfully lodged and you should lodge again or contact the HR Officer nominated in the advertisement.

For further information about the role, please contact Dr Gary Allen or email [g.allen@griffith.edu.au](mailto:g.allen@griffith.edu.au).

**Further Enquiries:**

Dr Gary Allen  
Phone: (07) 373 55585  
Fax: N/A  
Email: [g.allen@griffith.edu.au](mailto:g.allen@griffith.edu.au)

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**Further Useful Information:**

Griffith University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [www.griffith.edu.au/ua/aa/vc/pp/](http://www.griffith.edu.au/ua/aa/vc/pp/)