



Position Description

Position title	Research Ethics and Governance Officer
Department / Division	Research Ethics and Governance, Medical Services
Classification	Grade 3 Year 1 – Grade 3 Year 5 (AO31-AO35)
Position reports to	Research Ethics Manager
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The Research Ethics & Governance Office (REG) is responsible for managing and facilitating research ethics and research management for the campus. In addition, the office is responsible for research monitoring, a clinical audit approval process, ensuring all research meets relevant legislative and regulatory requirements, policy development, and the provision of researcher support and advice.

KEY ACCOUNTABILITIES

Customer Service

- Employ knowledge of the National Health and Medical Research Council's (NHMRC) National Statement on Ethical Conduct in Research Involving Humans (2023) (and all updates), the Health Records Act (2001) (Vic) and other relevant legislation and guidelines to advise researchers (either by phone, email or in person) on all legal and regulatory requirements for gaining ethical approval and governance authorisation.
- Consult with researchers (either by phone, email or in person) to provide guidance and advice to ensure research applications reflect requirements for gaining ethical approval and governance authorisation.
- Consult with and assist researchers, committee members and reviewers regarding any issues arising from research applications, inclusive of new applications.

Administration

- Review applications for completeness as well as consistency with legislation and guidelines.
- Coordinate and process applications as directed
- Compile, follow-up and distribute correspondence to and from researchers in a timely manner.
- Provide administrative support to ethical and governance review activities.
- Assist in the monitoring program through the review of Annual and Final Reports submitted by researchers and other REG monitoring processes as required.
- Monitor incoming work requests and action accordingly. Process applications in a timely manner.
- Provide a high level of support to the REG management team to assist the efficient operation of the REG office.
- Process amendments (specific to portfolio and others as required)
- Review and process annual and final reports as directed by the Research Governance Manager (RGM)
- Review and process site specific applications and amendments as directed by the RGM
- Review and process Clinical Audits and minimal risk research
- Compile, follow-up and distribute agenda papers for meetings.
- Provide executive secretariat support at meetings, including preparation of detailed minutes.
- Compile, follow-up and distribute correspondence to and from researchers in a timely manner.
- Coordinate the committee membership (including professional development and appointments)

General

- Data entry into databases including but not limited to DERP, Excel and Infonetica.
- General office administration duties including responsibility for ordering office supplies, recycling, arranging IT service requests, arranging engineering and service/maintenance requests, addressing/dispatching outgoing mail, and receiving and processing incoming mail.
- Identify non-compliance with procedures and policies that may jeopardise either the ethical approval or governance authorisation of research projects or the active research licenses and permits held by The Royal Children's Hospital.
- Arrange catering, book meeting rooms and arrange travel when necessary.
- Attend the monthly Human Research Ethics Committee and subcommittee meetings as required.
- Other duties as directed consistent with the employee's skill level and classification.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Technical/ administration training with several years' experience or equivalent work experience
- Demonstrated experience in effectively utilising and managing administrative processes and procedures
- Experience in continuous improvement

Desirable:

- Previous work experience in a hospital, health or research related environment.
- Familiarity with the National Health and Medical Research Council's National Statement on Ethical Conduct in Human Research (2023).
- Tertiary qualifications in a health or science related field.

KEY SELECTION CRITERIA

- Demonstrated high level experience in carrying out a range of administrative tasks.
- Demonstrated problem-solving skills and the ability to work independently.
- Demonstrated ability to meet deadlines and meticulous attention to detail.
- Demonstrated ability to organise and maintain records, coordinate schedules and appointments, handle correspondence and utilise office software, databases and systems to ensure the efficient operation of activities.
- An awareness of the regulatory requirements and policy governing human research and their application to ethical human research.
- Excellent computer skills, including demonstrated familiarity with Microsoft Office 365, particularly Word and Excel.
- Excellent verbal and written communication skills.
- Strong customer service with the demonstrated ability to build and maintain key working relationships across organisation and ensuring a high level of service to customers.
- Highly developed attention to detail.
- Ability to handle confidential and sensitive information with discretion
- Ability to work with initiative, autonomy and lead a team
- Ability to identify issues and seek appropriate resolution

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (if applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	November 2024
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