# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Human Research Ethics Coordinator (Social and Interdisciplinary Science) |
| Job Reference | 84827 |
| Tenure | Indefinite  Job-share (43.26 hours per fortnight) – 3 days per week |
| Salary Range | AU$102k - AU$111k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Dutton Park, QLD |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Human Research Ethics Team Leader/ Executive Manager Social Responsibility and Ethics |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Cathy Pitkin via email at [cathy.pitkin@csiro.au](mailto:cathy.pitkin@csiro.au). |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### 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, Human Ethics Team Leader and receives administrative support from the Assistant Human Research Ethics Co-ordinator.

This position would ideally suit an experienced 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.

**Candidates with experience in undertaking international development research or research with Australian Indigenous peoples and communities are particularly encouraged to apply.**

This position will be required to work collaboratively with another Human Research Ethics Co-ordinator (SIS) role in a job share arrangement. The duties outlined below will be distributed across these two appointments to provide effective delivery of the role.

### 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, and Human Ethics Team Leader, liaise with Project Leaders and provide advice and support in regard to any issues or complaints that arise during the conduct of research.
* Work with the Assistant Human Ethics Co-ordinator to ensure effective support for the administration of CSSHREC committee meetings, including the preparation of agendas, minutes, annual reports and payment of sitting fees and the submission and review of 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 Human Research Ethics Team Leader 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 or the Executive Manager Social Responsibility and Ethics as required.
* Collaborate in the development and delivery of a human research ethics awareness, training and support program across CSIRO.
* Collaborate with the broader ethics team to develop communication and other resources to support ethical research practice e.g. 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.

## **Selection Criteria**

#### Pre-Requisites

1. **Education/Qualifications:** A relevant tertiary qualification in the field of social 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

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

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 Teams, Word, Excel, Access, PowerPoint, Outlook and Project to manage workflow processes and on‐line transactions.

## **Desirable**

1. Experience in designing and conducting international development research or research with Australian Indigenous peoples and communities
2. Experience in the development and delivery of training and education support programs
3. Experience in working with human research ethics committees

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted