# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Research Integrity Specialist |
| Job Reference | 101226 |
| Tenure | Specified Term of 2 years  Part-time 0.8 FTE or 58 hours/fortnight |
| Salary Range | AU$96,811- AU$109,527 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Clayton, VIC  Other CSIRO sites around Australia may be considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens * Australian Permanent Residents * Australian Temporary Residents currently residing in Australia, with unrestricted work rights for the duration of the term |
| Position reports to the | Head, Journals Editorial & Research Integrity |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Alice Black, [alice.black@csiro.au](mailto:alice.black@csiro.au) or +61 (0)3 9545 8531 |
| 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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The Research Integrity Specialist will work proactively to identify, investigate and resolve publication ethics cases in individual journal articles and collections (pre- and post-publication), in line with Committee on Publication Ethics (COPE) and other relevant guidelines. The Research Integrity Specialist will work with Head, Journals Editorial and Research Integrity to implement best practice policy and guidance for internal and external stakeholders working to pre-empt and solve potential integrity issues.

As part of the Journals Editorial (Pre-acceptance) team, this role will contribute toward maintaining the trusted reputation of CSIRO Publishing journals, supporting and advising stakeholders toward best practice in preventing and resolving cases of misconduct.

### Duties and Key Result Areas

* Assess integrity alerts raised by existing or future tools, investigating in line with Committee on Publication Ethics (COPE) guidance and other relevant guidelines until resolution
* Liaise with authors, editors, and other external parties in matters relating to cases of publication and peer review misconduct
* Review cases of possible plagiarism or self-plagiarism and progress to resolution
* Manage corrections to published papers in line with COPE guidance
* Reporting on research integrity cases and trends to internal and external stakeholders including presentations when appropriate
* Develop processes for monitoring collections for compliance with peer review and integrity best practices, highlighting areas for improvement
* Support the implementation of appropriate scientific research integrity tools and collaborate with Head, Research Integrity to develop policies and process guidance for different roles
* Support publishing teams in identifying necessary modifications to editorial policies, guidelines and workflows, including technical improvements to existing tools and documentation
* Provide guidance to publishing teams on integrity processes, including documentation, training and troubleshooting for users
* Identify opportunities and develop resources to educate editors, authors, and reviewers in ethical publishing matters
* Maintain a strong understanding of evolving publication ethics challenges, identity potential risks, and provide recommendations for areas requiring attention
* Support publishing teams in creating and maintaining external-facing resources on matters relating to publication ethics, peer review and journal policies
* Under general direction, apply knowledge and skills to set work priorities and develop procedures and practices where there is a range of possible alternatives and methods of approach and use judgement to select the most suitable option considering internal and external factors.
* Take personal responsibility for client satisfaction and correct problems promptly and in a constructive manner.
* Lead or assist the development and training of staff outside of immediate work group in areas related to their technical expertise as required.
* As required, establish networks with other professionals in their field to ensure that the information/technology being utilised continues to add value to the Business Unit’s operations.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A tertiary qualification in a relevant STEM field.
2. Sound business awareness of STEM research integrity challenges, trends and developments.
3. Demonstrated experience in building positive internal and external relationships and a commitment to excellent stakeholder service.
4. Demonstrated ability to think critically and flexibly, apply excellent analytical skills and judgement, and use initiative to advise on workable solutions to complex problems.
5. Proven highly-developed and influential communication skills.
6. Demonstrated ability to work successfully both independently and in a team environment, and contribute to collective outputs.
7. Strong prioritization skills including the ability to manage multiple stakeholders and projects efficiently and concurrently.
8. Proven ability to be highly organised, results orientated, and performance driven.
9. Have the willingness and flexibility to travel nationally and internationally to industry events.

## **Desirable**

1. Experience as a STEM author in peer reviewed journals
2. Experience in working collaboratively with Editorial Boards, and being able to communicate and present effectively at Editorial meetings.
3. Track record of working across geographies and with diverse nationalities and cultures.
4. Experience creating and delivering PowerPoint presentations.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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 is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate must be willing, flexible and able to travel nationally and internationally.

## **About CSIRO**

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