

POSITION DESCRIPTION

POSITION TITLE:	Human Ethics Administration Officer
POSITION NUMBER:	5378
DIVISION / SECTION:	Research Support Services
SUPERVISOR:	Ethics Administration Manager 1564
CLASSIFICATION LEVEL:	PAT 6
SALARY RANGE:	\$90,872 - \$97,646 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	NIL

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The NT HREC is a joint committee of Northern Territory Department of Health and Menzies. The role of the NT HREC is to consider the ethical aspects of human research conducted by the NT Department of Health and Menzies. In addition, the NT HREC considers human research projects being conducted by other organisations in the NT.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Assist in the management of all human research ethics administrative functions of Menzies and the NT HREC (and associated sub-committees if required) including scheduling meetings, minute taking, preparing agendas, distribution of papers, preparing correspondence on behalf of the Chair etc.
2. Receiving, registering, and preparing applications for consideration in accordance with NT HREC Policies and Procedures (including Fast Track processes, drafting amendments, notifications and responding to complaints) and maintaining all NT HREC related files.
3. Preparing statistics and reports to governing bodies on behalf of the NT HREC.
4. Managing annual and final project reports and monitoring projects and compliance according to ethical guidelines and NT HREC compliance for the numerous active projects currently overseen by the NT HREC.
5. Bringing any concerns and outstanding issues to the attention of the Manager or Director of Menzies as appropriate.

6. Assist in the development, implementation and refinement of policies, procedures, systems, training and education activities.
7. Ensuring that researchers and HREC members understand the appropriate ethical standards required to conduct research.
8. Ensure duties are conducted in accordance with ethical, cultural and confidentiality requirements (including Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies policies and procedures.
9. Where required provide secretarial support to other research governance committees.
10. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
11. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Completion of a relevant degree, with subsequent relevant experience; or an equivalent combination of relevant experience and education/training.
2. Previous administrative experience in a research/academic environment and/or providing administrative support to a committee, including conducting secretariat duties such as organising meetings.
3. Demonstrated ability to prepare and generate correspondence, take minutes, and prepare reports and statistics to researchers, Government and/or Institutional bodies.
4. Demonstrated initiative and ability to work flexibly and independently with minimal supervision, and experience in adapting processes or techniques as required to achieve objectives without impacting on other areas.
5. Strong understanding of ethics, including confidentiality, privacy and anonymity and how to maintain while working in the health/community services and/or research setting and willingness to learn and adhere to relevant guidelines (Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
6. Demonstrated experience in undertaking stakeholder engagement (identifying stakeholders, building relationships, and ensuring stakeholders are informed).
7. Ability to work under routine supervision as part of a multidisciplinary team.
8. Strong organisational and time management skills, and ability to contribute to timely achievement of project activity and other deadlines.
9. Ability to adapt to changing environments and tasks.
10. High level computer literacy skills to ensure collection and recording of information meets professional standards, including, use of the Microsoft Office suite.

Desirable:

1. Experience reviewing ethics applications for consideration in accordance with NT HREC Policies and Procedures (including Fast Track processes, drafting amendments, notifications and responding to complaints) and maintaining all NT HREC related files.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 31 March 2025

<u>PAT 6</u>		
PACKAGE COMPONENT	Minimum Value PAT 6/1 (\$)	Maximum Value PAT 6/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 6)	90,872	97,646
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	12,722	13,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	113,787	121,509