

Position Description

Deputy Director Research Governance & Integrity

| | |
|---------------------------|--|
| Classification: | HS9 |
| Business unit/department: | Discovery & Innovation Unit |
| Work location: | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| Agreement: | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 |
| | Choose an item. |
| | Choose an item. |
| Employment type: | Full-Time |
| Hours per week: | 38 This position is not eligible for Accrued Days Off (ADO) |
| Reports to: | Director Operations- Discovery & Innovation Unit |
| Direct reports: | TBA |
| Financial management: | Budget: Responsible for operational budget management |
| Date: | 06 June 2025 |

Position purpose

To lead enterprise-level research governance and compliance systems across Austin Health. The role ensures research is conducted ethically, lawfully, and in alignment with national and international standards. This position safeguards research integrity while enabling operational excellence and continuous improvement in research oversight.

The Deputy Director, Research Governance & Integrity is also responsible for strategically positioning Austin Health's governance and compliance frameworks—delivered through the Discovery & Innovation Unit—as best practice within the organisation and across the broader research sector. This includes representing Austin Health in regulatory, accreditation, and policy reform settings and ensuring internal systems reflect leadership in ethical and responsible research conduct.

About the Discovery & Innovation Unit

The Discovery & Innovation Unit (DIU) is the central research office at Austin Health, responsible for research strategy, governance, capability development, and institutional

reform. DIU delivers enterprise oversight for ethics, governance, policy, systems, and compliance, ensuring that all research conducted under the Austin Health banner meets the highest standards of integrity, impact, and translation. The unit partners with clinicians, researchers, funders, and external institutions to build a world-class, future-ready research environment.

Position responsibilities

- Provide high-level leadership and oversight of enterprise-wide ethics and governance operations and reform initiatives.
- Strategically position Austin Health as a leader in research compliance and integrity through active engagement with national bodies and accreditation processes.
- Manage institutional research integrity systems, including investigation frameworks, risk controls, and policy implementation that demonstrate best-practice leadership.
- Oversee strategic improvements in governance systems, including digital workflows, audit readiness, and data protection, ensuring sector relevance and innovation.
- Lead internal and external reporting, audit response, and system-wide policy compliance to maintain a leadership position in research governance.
- Act as Austin Health's liaison with regulators, accreditation bodies, and legal advisers on all matters related to research conduct and sector standards.
- Collaborate with the Deputy Director, Research Capability & Development to ensure governance processes align with researcher experience and uplift goals and reflect national leadership standards.

Measures of Success

- Austin Health is recognised as a sector leader in research governance and compliance.
- All research activities remain fully compliant with NHMRC, national legislation, and accreditation frameworks.
- Institutional research governance processes are benchmarked, streamlined, and adopted across key research areas.
- Risk and integrity matters are managed with transparency, timeliness, and sector-aligned best practice.
- Governance systems are modernised and contribute to measurable improvements in quality, efficiency, and reputational standing.
- Internal and external reports are delivered on time, with strategic insights and policy relevance.
- Stakeholder satisfaction with governance support and institutional positioning remains consistently high.

Key Relationships

- Director, Discovery & Innovation
- Deputy Director, Research Capability & Development
- Human Research Ethics Committee (HREC) Chairs and members
- Legal, Privacy, Audit, and Executive Governance teams
- Researchers and departmental sponsors



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Regulators, accreditation authorities, sector leaders, and national governance networks

Selection criteria

Essential skills and experience:

- Proven executive-level leadership in research governance, ethics, or compliance within health, academic, or government institutions.
- Demonstrated ability to shape policy, lead reform, and influence research integrity at institutional and sector levels.
- Deep knowledge of NHMRC, the National Statement, the Australian Code, privacy law, and GCP, and their application across research settings.
- Strong understanding of government structures, policy cycles, and the ability to engage with regulatory and funding agencies.
- Experience leading strategic risk management, misconduct investigations, and system-level compliance initiatives.
- Track record of engaging and influencing senior stakeholders across legal, clinical, academic, and regulatory domains.
- Exceptional communication skills, with experience drafting policy, strategic briefs, and governance reports.
- Demonstrated capacity to lead change in digital systems, audit readiness, and governance innovation.

Desirable but Not Essential

- Experience working with international regulatory frameworks, global funding bodies, or cross-jurisdictional compliance systems.
- Exposure to managing large, complex research funding portfolios, including government, philanthropic, and industry grants.
- Insight into emerging trends in research administration, including digital governance, AI-driven compliance tools, and data regulation reform.

Professional qualifications and registration requirements

- PhD or postgraduate qualifications in research management, law, public administration, or a related field.

Quality, safety and risk – all roles

All Austin Health employees are required to:



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future