Position Description

Manager Research Ethics and Governance

Classification:	HS7
Business unit/department:	Discovery & Innovation Unit, Austin Health
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (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 (ADOs)
Reports to:	Deputy Direction Research Governance and Integrity
Direct reports:	5
Financial management:	NA
Date:	11/2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Manager, Research Governance & Ethics leads the delivery of timely, defensible and risk-proportionate ethics and governance reviews for all research conducted under Austin Health. The role leads the Ethics & Governance Team to deliver consistent decision-making, high-quality committee operations, and strong audit-ready compliance that protects the organisation, its researchers and its executive.

The Manager works collaboratively to translate institutional governance and integrity frameworks into reliable operational systems; strengthens committee workflows; and resolves complex ethical and governance matters. The role supports Austin Health in meeting its obligations under the National Statement, Australian Code, National Clinical Trials Governance Framework, privacy law and relevant legislation.

Through steady, accountable leadership of a cross skilled team, the Manager plays a central role in maintaining DIU's governance architecture and enabling ethical, safe and high-impact research across the organisation.

About the Discovery & Innovation Unit

The Discovery & Innovation Unit (DIU) is Austin Health's central research office, responsible for research strategy, governance, capability and institutional reform. DIU provides enterprise oversight of research ethics, governance, integrity, systems and compliance, ensuring all research under the Austin Health banner meets the highest standards of safety, integrity and regulatory assurance. It partners with clinicians, researchers, funders and external bodies to create a future-ready, accountable research environment.

Position responsibilities

Below are the outcomes the Manager is accountable for delivering.

1. Deliver timely, accurate and defensible ethics & governance reviews

- Meet DIU turnaround KPIs across all submission types.
- Apply consistent, risk-proportionate decision frameworks.
- Produce complete, audit-ready documentation for all reviews.

2. Lead and develop a high-performing, cross-skilled team

- Conduct weekly 1:1's, set clear expectations and monitor workload.
- Build capability in ethics, governance, integrity and biosafety.
- Complete performance reviews and capability plans to the required standard and schedule.
- Support a positive, collaborative and professionally accountable team culture.

3. Resolve complex and escalated matters

- Resolve *at least 80%* of escalations without Deputy Director input where appropriate.
- Document reasoning and options for high-risk decisions.
- Identify escalation trends and work with the team to implement durable system improvements.

4. Deliver accurate, consistent and timely committee workflows

- Ensure agendas, papers and minutes are complete, accurate and delivered on schedule.
- Deliver all committee materials to Chairs within agreed timeframes.
- Maintain workflows that support efficient review cycles and support defensible decisions.

5. Improve systems, workflows and digital processes

- Identify workflow bottlenecks and resolve them within a reporting cycle.
- Deliver at least one significant workflow or template improvement annually.

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- Collaborate with DIU systems leads to embed transparency, automation, and consistency.

6. Provide accurate, timely operational guidance & researcher support

- Provide clear, consistent guidance to researchers within DIU service timelines.
- Communicate decisions clearly, particularly where expectations require clarification or reset.
- Build trust and constructive relationships with investigators, Chairs and executive stakeholders.

7. Maintain monitoring, reporting and compliance assurance

- Deliver monthly dashboards (volumes, turnaround, risks) by the agreed timeline.
- Meet all external reporting and accreditation obligations on time.
- Identify and escalate material risks early to protect institutional obligations.

8. Contribute to DIU strategic and institutional governance projects

- Deliver assigned project tasks to agreed timeframes and quality standards.
- Ensure governance operations align with DIU risk and accountability frameworks.
- Represent DIU professionally in precinct, institutional or sector forums.

9. Manage institutional escalation pathways for stalled or complex applications

- Work constructively with internal and external stakeholders to resolve delays.
- Enforce institutional governance requirements and escalate promptly when risk thresholds or precedent boundaries are exceeded.
- Provide clear written decisions and rationales to support institutional consistency.
- Monitor recurring delay points and implement systemic solutions. to prevent repeat escalations.

10. Serve as the primary filter for complexity before matters reach the Deputy Director

- Resolve moderate-complexity issues at the Manger level using structured decision frameworks.
- Ensure only high-risk, precedent-setting or institutionally significant matters escalate upward.
- Maintain a predictable, disciplined escalation system for the organisation.
- Provide well-analysed escalation briefs with options and recommendations.

KEY PERFORMANCE MEASURES

Success in this role is demonstrated by:

- 90% of submissions meeting DIU turnaround KPIs.
- 100% of committee papers delivered on time and error-free.
- 80% of escalations resolved at the Manager level.
- Monthly dashboards delivered accurately and on schedule.
- Evidence of cross-skilling and capability development within the team.
- No significant audit findings attributable to governance process gaps.
- Positive feedback from Chairs and investigators regarding clarity consistency and support.
- All compliance reporting obligations completed on time.

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Selection criteria

Essential
- Extensive knowledge of the National Statement, Australian Code, privacy law and governance requirements.
- Demonstrated experience managing ethics/governance review processes in a complex research environment.
- Strong judgment in ambiguous or high-risk ethical and governance scenarios.
- Proven leadership experience in developing staff in a high-volume, high-risk domain.
- Demonstrated ability to improve workflows, including digital processes and document workflows.
- Excellent communication and influenceing skills across clinicians, Chairs, researchers and executives.
- Experience preparing audit-ready documentation and identifying emerging risks.
- Ability to provide clear, timely governance guidance through enquiry channels.

Desirable
- Experience in hospital, MRI or university research settings.
- Understanding of emerging trends in research governance, digital systems and risk-based monitoring.

Professional qualifications and registration requirements

- Postgraduate qualifications in biomedical science, research ethics, public administration, law or related fields.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- 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.

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.