

# Austin Health Position Description



**Position Title: Research Quality & Integrity Advisor**

Classification:	HS3
Business Unit/ Department:	Discovery & Innovation Unit
Work location:	Austin Health
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Full-Time
Hours per week:	40 hours (including ADO)
Reports to:	Research Quality & Integrity Manager
Direct Reports:	0
Financial management:	Budget: 0
Date:	09 September 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Position Purpose

The Research Quality & Integrity Advisor reports to the Research Quality & Integrity

Manager and is critical to the quality and accreditation function of the Discovery & Innovation Unit (D&I). The Research Quality Advisor is responsible for understanding and appropriately applying Austin Health corporate and clinical governance to research. This includes understanding relationships and responsibilities established by our Health Service, Research Partners, and Sector, to ensure Austin Health can be confident that our systems and projects are compliant with accreditation requirements, contemporary governance and risk management practices to deliver safe and high-quality health research and continuous improvement.

This role enables the Discovery & Innovation Unit to operate and effectively support and influence research quality, research accreditation, regulatory compliance, risk mitigation and management and assurance to research staff conducting research at Austin Health and across the Austin Health & Mercy Health & Education Precinct.

To be successful in this role, you will have, passionate about communicating and relationship building with the ability to inform. You should have experience in problem-solving skills, excellent attention to detail and act with discretion and professionalism.

## About Discovery & Innovation Unit

### **Vision**

Austin Health's strategic vision is to be a national leader in research and teaching by developing research and learning across the Austin Health precinct with our University and Research partners. To do this, the Discovery & Innovation Unit (D&I) has a key role in fostering and growing the precinct partnership model to grow the scale and impact of Austin Health's translational and health service researchers.

### **Mission**

D&I is recognised as the hub for research and development at Austin Health. Our mission is to encourage, support and guide the development, promotion and application of Austin Health precinct translational research and intellectual property. This enables us to collaborate with researchers to design and implement novel and quality treatment for our community. We are guided by the accreditation Standards set in the National Clinical Trials Governance Framework, the National Statement and the Australian Code of Conduct.

### **Role**

D&I is responsible for establishing and monitoring the operational excellence and compliance of research activities at the Austin Health precinct and its collaborators. The Unit administers processes, systems, guidance and support for research professionals conducting research. The Unit is a crucial conduit between risk owners and functions on a risk-based monitoring approach by identifying and mitigating risks, trends and opportunities for improvement.

The role of D&I is highly specialised requiring advanced knowledge, comprehensive understanding, training and relevant skills to recognise and review research with foresight into shaping the future of translational research.

## Functions & responsibilities



## Purpose and Accountabilities

### Role Specific:

- Contribute to the development and implementation of best practice programs, educational material and initiatives, such as accreditation, risk registers, management systems, incident review, quality assurance, corrective action logs and escalation frameworks.
- Support Research Quality & Integrity Manager in creating, advising and implementing policies, procedures, guidelines and standards relevant to the National Clinical Trials Governance Framework.
- Coordinate SMART Governance Committee with internal Partnering Departments and Research Teams (e.g., Pathology, Radiology, Pharmacy, Research Team, and if required, Sponsor/Research Partner).
- Support the Research Quality & Integrity Manager on relevant governance bodies, including proactively planning of reporting, agenda items and actions.
- Support, motivate and educate stakeholders in quality management systems.
- Assist in peak period of work and/or to provide coverage of business-as-usual activities during expected and unexpected periods of leave.
- Undertake other responsibilities as directed by the Research Quality & Integrity Manager.

### All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.

- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

#### **People Management Roles:**

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

## **Selection Criteria**

#### **Desirable but not essential:**

- Applicants with Honours and PhD are encouraged to apply.

#### **Education, Qualifications & Skills**

- The appointee will have at least a Bachelor's qualification in Science with some experience within a complex accreditation and/or research professional setting such as tertiary sector and public health organisations.
- **Professionalism:** Understands principles, policies, and practices concerning research ethics, such as promoting truth, minimising error, human subjects protections, compliance with public health and safety regulations, fairness in intellectual ownership and protection of intellectual property.

- **Communication:** Uses effective strategies and terminology to create informative visual and narrative representations to communicate about themes and findings in data.
- **Teaching & Mentoring:** Develops content and instructional approach, aligned with learning goals.
- **Diversity, Equity & Inclusive:** Continual learning and conscientiously engages in effective strategies to foster inclusion and advance equity in teams, organisations and institutions.
- **Career Development:** Understands and develops skills and competencies needed for career pathways of interest.

## General Information

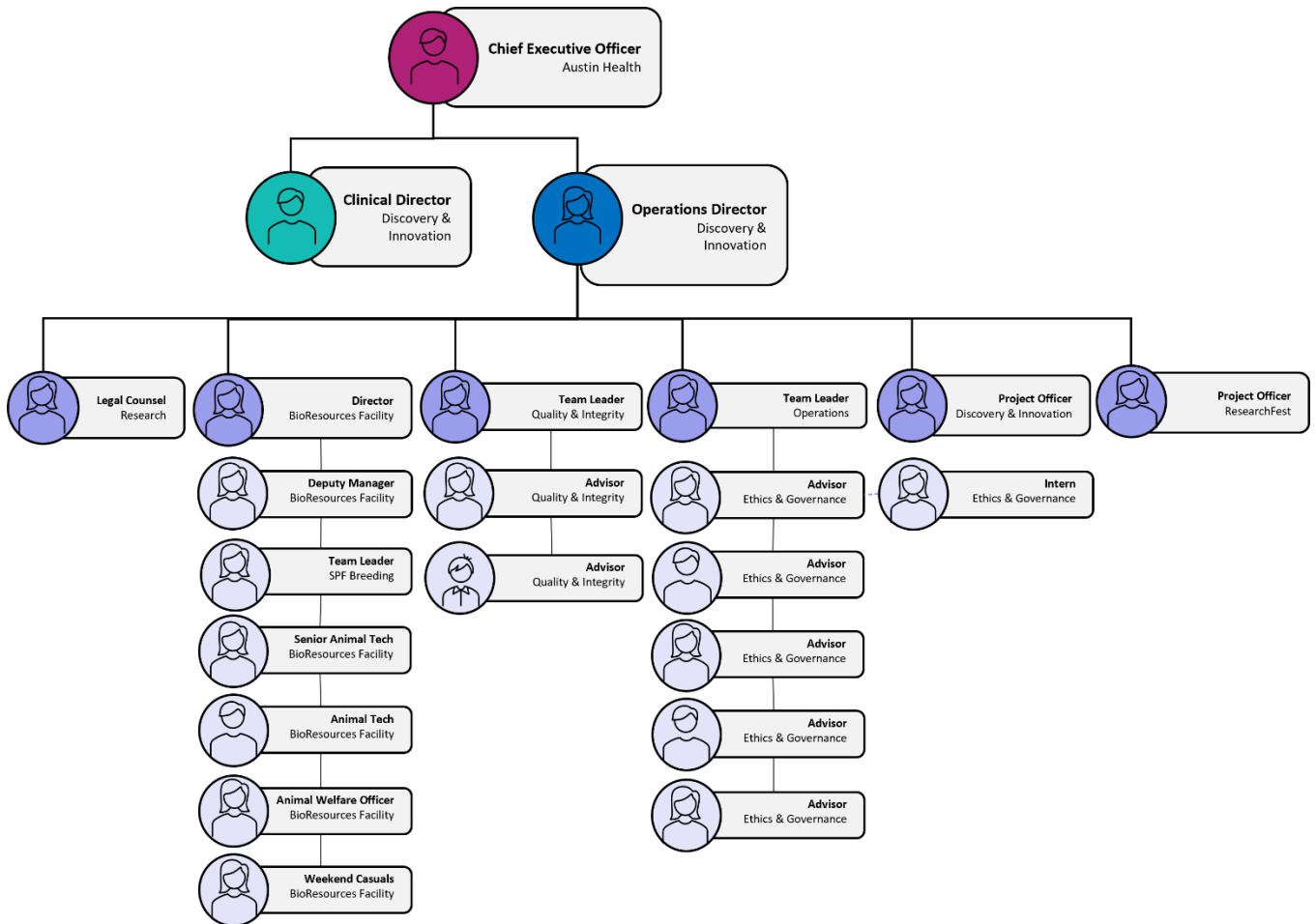
### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

# People Management Role-Direct Reports



## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	