

Position Description

Ethics, Integrity & Governance Advisor

Classification:	Administrative Officer Grade 3
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:	Parental Leave Cover
Hours per week:	38 This position is not eligible for accrued days off (ADOs)
Reports to:	Manager, Ethics and Governance
Direct reports:	None
Financial management:	Budget: none
Date:	FEB 2026

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 Advisor, Research Ethics and Governance supports the delivery of accurate, timely and compliant ethics and governance processes for research conducted under the Austin Health banner.

The role provides first-line advice to researchers, applies established ethical and governance frameworks to routine and moderately complex matters, and progresses submissions through defined review pathways. Complex, ambiguous or higher-risk matters are escalated in accordance with established processes.

The Advisor contributes to consistent workflow execution and supports defensible committee and governance outcomes.

About the Directorate/Division/Department

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

1. Deliver first-line ethics and governance advice

- Provide first-line advice to researchers in accordance with the National Statement and institutional policies.
- Assist researchers to interpret established governance requirements.
- Identify gaps, inconsistencies or required amendments prior to committee review.
- Escalate complex, precedent-setting or higher-risk matters to the Senior Advisor or Manager.

2. Progress submissions through established workflows

- Conduct compliance checks and preliminary review submissions against ethical and governance requirements prior to committee consideration.
- Progress applications through defined review pathways within service timeframes.
- Support review and tracing of regulatory requirements, including TGA notifications where applicable.
- Draft outcome correspondence in line with approved templates and committee decisions.
- Support post-approval processes including amendments, progress reports and final reports.
- Maintain accurate and complete records in electronic governance systems.

3. Support compliant and reliable committee processes

- Prepare documentation to support committee review.
- Ensure records and correspondence are clear, consistent and audit-ready.
- Contribute to documentation quality and workflow reliability.

4. Contribute to service improvement

- Identify workflow issues and raise them with the Senior Advisor or Manager.
- Contribute to refinement of templates and procedural guidance as directed.
- Support implementation of agreed process improvements.



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- Support administration of research training activities, including record keeping and documentation.

Selection criteria

Essential skills and experience:

- Bachelor's degree in a relevant discipline.
- Demonstrated experience in research ethics, governance or research administration.
- Working knowledge of the NHMRC National Statement and related governance requirements.
- Ability to apply established frameworks to routine and moderately complex matters.
- Strong written and verbal communication skills.
- Demonstrated organisational skills and attention to detail.
- Experience using electronic research management systems.

Desirable but not essential:

- Experience in hospital or university research environments.

Professional qualifications and registration requirements

There are no registration requirements for this role

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.

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.*



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- 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.



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