

# Position Description

## Research Ethics Operations Officer

<b>Classification:</b>	HS 5
<b>Business unit/department:</b>	Discovery & Innovation Unit, Austin Health
<b>Work location:</b>	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)
<b>Agreement:</b>	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.
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38 This position is not eligible for accrued days off (ADOs)
<b>Reports to:</b>	Manager, Research Ethics and Governance
<b>Direct reports:</b>	none
<b>Financial management:</b>	Budget: NA
<b>Date:</b>	November 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 Research Ethics Operations Officer provides high-quality coordination, administrative and relationship-management support to the Human Research Ethics Committee (HREC).

This role ensures the accurate, timely and compliant operation of the HREC by coordinating meeting cycles, preparing high-integrity documentation, maintaining institutional governance records, and providing reliable frontline operational support that stabilises workflows, and strengthens the quality, consistency and audit-readiness of committee operations.

The Research Ethics Operations Officer builds positive, professional relationships with HREC members and the Chair to support effective committee engagement and communication. Working closely with the Manager, Research Governance & Ethics, this role delivers predictable and disciplined operational support that enhances the quality, consistency and defensibility of research ethics operations across Austin Health.

## 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

### 1. Coordinate HREC meeting operations

- Prepare agendas, meeting papers (including minutes) and administrative actions to a high standard, and within required timeframes.
- Manage the HREC agenda build process in collaboration with DIU staff and ensure early and accurate communication with the HREC Chairs to support Chair review and informed decision making.
- Maintain the forward meeting calendar and communicate submission deadlines proactively.
- Attend HREC meetings and draft minutes with clear decision summaries.
- Track committee actions and ensure administrative follow-up is completed within agreed timeframes.

### 2. Maintain complete, compliant and audit-ready governance records

- Ensure all documentation, files and correspondence meet institutional and legislative requirements. Provide high-quality administrative support for audit, accreditation or compliance reviews.

### 3. Provide frontline operational support

- Act as the first point of contact for DIU Operations enquiries, providing clear procedural guidance and triaging matters to relevant team members when required.
- Handle enquires and manage administrative tasks (scheduling, records, correspondence) with consistent reliability, attention to detail, and minimal supervision.

### 4. Coordinate HREC member onboarding and engagement



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- Coordinate member onboarding, renewal and induction processes with professionalism and clarity.
- Maintain accurate, current member records and ensure compliance with appointment and training requirements.
- Provide timely, respectful and responsive support to Chairs and committee members.

#### 5. Support HREC member training and resource updates

- Coordinate training logistics and maintain complete training records.
- Prepare, updated and distribute high-quality committee guidance materials OR ensure resource materials and committee guidance documents are kept current and well organised.
- Support the Manager and Advisors in strengthening committee readiness and documentation quality.

#### 6. Contribute to continuous improvement and operational uplift

- Identify opportunities to streamline workflows and propose practical solutions.
- Support implementation of updated templates, processes or digital systems.
- Participate actively in service improvement discussions and execution.

### Performance Measures

Success in this role will be demonstrated through:

- Enquiries triaged within DIU service standards, reducing unnecessary escalation.
- Consistent, reliable execution of administrative tasks with minimal rework.
- Quarterly contribution to improvements in templates, workflows or operational tools.
- Positive feedback from HREC Chairs and members regarding operational support.
- All membership and training records kept fully compliant with no overdue items.

## Selection criteria

### Essential

- Demonstrated experience coordinating complex administrative or committee processes with accuracy and reliability.
- Strong organisational skills and the ability to manage multiple deadlines without compromising quality.
- Clear, professional communication and relationship-building skills.
- Proven ability to accurately manage sensitive information, documentation and governance records.
- Experience in providing procedural information and frontline support, including effective triage.
- Proficiency in Microsoft Office and document management systems.
- Demonstrated reliability, steadiness and ability to work within structured, regulated workflows.



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- Initiative and problem-solving skills with the ability to identify administrative inefficiencies.

### Desirable

- Experience supporting a Human Research Ethics Committee or similar governance committee.
- Understanding of research governance processes within health, university or research environments.
- Experience coordinating stakeholder training or induction processes.

## Professional qualifications and registration requirements

There are no qualifications or 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.*
- 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



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### **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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