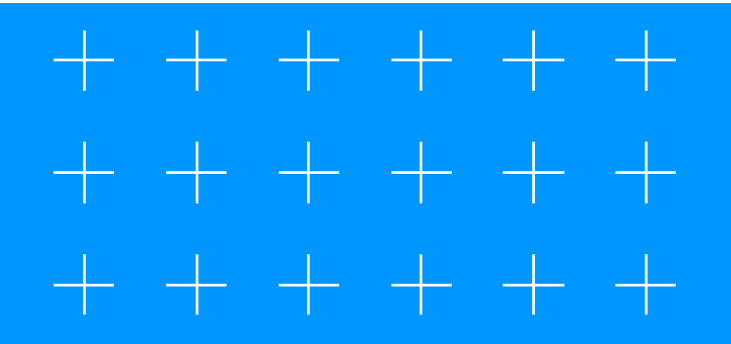




**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Join The Royal  
Melbourne Hospital  
Team**



**Position Description  
Research Governance and  
Ethics Officer**



## About The Royal Melbourne Hospital

As one of Victoria largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

### Our Vision

Advancing health for everyone, everyday.

### The Melbourne Way

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

#### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

#### Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.



#### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



# Position Description

<b>Position Title:</b>	Research Governance and Ethics Officer
<b>Service:</b>	Research
<b>Location:</b>	RMH City Campus
<b>Reports To:</b>	Director Research Ethics and Governance
<b>Enterprise Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016–2020
<b>Classification:</b>	HS3
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	September 2020

## Position Purpose

The purpose of this position is to assist with the management of research ethics and governance at the Royal Melbourne Hospital (RMH) including the efficient review of research within a framework of ethical, legal and regulatory compliance and corporate governance

## The Office for Research

The Office for Research (OfR) provides management of, and assistance with, all aspects of research at the Royal Melbourne Hospital (RMH), including research ethics and governance, research funding and grant administration, financial accountability, performance reporting, advocacy, mentoring and advice.

The OfR manages the research committees of the RMH - the Research Advisory Council and Human Research Ethics Committee (HREC) and is also responsible for managing research contracts and agreements and ensuring organisational compliance with the *National Statement on Ethical Conduct in Human Research 2018*, the *Australian Code for the Responsible Conduct of Research 2018* and all applicable legislation, regulations, guidelines and codes of practice, including the *ICH Good Clinical Practice Guidelines*.

## Key Accountabilities

### Position Specific

- Review amendments, safety reports, annual progress reports and other correspondence received by the Office for Research from both an ethics and governance perspective.
- Assist with, approval and monitoring of new research and quality assurance projects submitted to the Office for Research.
- Provide support to committees managed by the Office for Research as required, including for the Low Risk Research Sub-Committee and/or HREC, by preparation of agendas, minutes, correspondence etc.
- Maintain office procedural documentation including guidelines and standard operating procedures (SOPs).



- Assist with Office for Research activities relating to meeting KPIs, internal and external reporting requirements and accreditation preparedness including implementation of requirements for the National Clinical Trials Governance Framework.
- Provide assistance to the Director Research Governance and Ethics and Manager HREC as required.
- Liaise with other Offices for Research concerning National Mutual Acceptance.
- Assist with other Office for Research activities as directed.

## Key Relationships

### Internal

- Director of Research
- Director of Research Governance and Ethics
- Manager Human Research Ethics Committee
- Office for Research staff
- Researchers and Research Coordinators

### External

- Coordinating Office for Clinical Trials Research at the Victorian state government Department of Jobs, Precincts and Regions
- Other Research Ethics Offices

## Selection Criteria

### Mandatory Qualifications:

- Bachelor's Degree in Health Science or related field

### Essential Experience for Performance in this Position:

- Experience working in the research office of a research active institution or equivalent
- A sound understanding of the ethical and governance review procedures and processes of clinical research in Australia.
- Working knowledge of key legislation and guidelines relevant to the review of human research proposals, including:
  - ≈ *National Statement on Ethical Conduct in Human Research 2007 (updated 2018)*; and
  - ≈ *The Australian Code for the Responsible Conduct of Research 2018*.
- Detailed knowledge of MS Office suite especially Word, Excel and Outlook.
- The capacity to operate autonomously, be self-motivated and not only responsive to obvious needs, but also to be proactive in initiating and implementing new systems and processes when appropriate.
- Attention to detail.
- Excellent communication skills, both written and verbal.
- Flexibility, patience and tolerance.
- Discretion and confidentiality with regard to treatment of information in reports, tenders, discussions in meetings.
- The ability to organise tasks, meet time lines with accurate and appropriate information and manage conflicting pressures.
- The ability to work both independently and as a member of a dynamic team.

### Desirable but not essential for Performance in this Position

- Experience in the governance and/or ethics of human research.
- An understanding of medical conditions and their terminology.
- An understanding of the requirements for informed consent.
- An understanding of MH patient population including cultural and religious diversity.





## Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals. Below is a list of capabilities and the attainment level required in this position.

Capability Name	Attainment Level
Organisational savvy	Consolidation
Communicating effectively	Mastery
Building relationships	Consolidation
Patient and consumer care	Consolidation
Working safely	Consolidation
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Consolidation
Developing and managing skills and knowledge	Consolidation

## Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.



## The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

## Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

## Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.

## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please PRINT IN CAPITALS)

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Date (day/month/year)