

Position Description – Human Research Ethics Committee Operational Support Officer

POSITION DETAILS	
College/Portfolio	College Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Executive Officer Rural and Remote Health
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, Part time

POSITION SUMMARY
<p>The Human Research Ethics Committee (HREC) of the Northern Territory (NT) Department of Health (DoH) and the Menzies School of Health Research (Menzies) is a joint committee of NT DoH and Menzies. The Committee's role is to consider the ethical aspects of submissions to conduct human research projects proposed by:</p> <ul style="list-style-type: none"> • NT Health Staff wishing to undertake any study within and external to NT Health sites, and involving NT Health staff and NT Health clients • Menzies staff and students to undertake any study within and external to NT Health sites, and involving NT Health staff and NT Health clients • Flinders staff and students to undertake a study within NT Health sites, and involving health services, staff and clients of other health organisations in the NT who use either of the current HRECs for ethical approval • Any researcher from another organisation wishing to undertake a study within NT Health sites, and involving health services, staff and clients of other health organisations in the NT who use either of the current HRECs for ethical approval, or wishing to undertake a study involving Menzies School of Health Research, its staff and/or students <p>Flinders and the NTG DoH co-contribute to provide regional support to the HREC through the appointment of the HREC Operational Support Officer. Under routine to general direction, and reporting to the Executive Officer Rural and Remote Health, the HREC Operational Support Officer will undertake a range of tasks providing administrative support to the Human Research Ethics Committee (HREC) of the Northern Territory Department of Health and Menzies School of Health Research.</p> <p>A key focus of the position is to ensure that a range of incoming matters and general enquiries across functional areas are progressed and resolved in a timely and efficient manner, either directly or by referral.</p> <p>Working with HREC professional staff employed by Menzies, the Chair and Members of the HREC the position will be responsible for providing secretariat to HREC meetings (including preparing agendas, papers, minutes and correspondence), and collecting, collating and preparing performance reports.</p> <p>As a member of the College of Medicine and Public Health (CMPH) operational support team, the HREC Operational Support Officer will also contribute to the operations of the site where they are located, and to the broad operations of the College.</p>

The position is located in Alice Springs at the Flinders Centre for Remote Health campus.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity and advancing the Reconciliation Action Plan (RAP);
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The HREC Operational Support Officer is accountable for:

Providing administrative support to the Human Research Ethics Committee (HREC) its sub committees and researchers. This will include but is not limited to:

1. Providing support and advice to the HREC Chair, their members and researchers.
2. Providing a secretarial service to the HREC Chair.
3. Maintaining all HREC related files.
4. Receiving, registering, and preparing applications for consideration in accordance with HREC Policies and Procedures (including Fast Track processes).
5. Scheduling and developing agendas for the HREC and sub-committee meetings
6. Minuting HREC meetings and preparing correspondence for Chair's signature.

7. Preparing statistics and reports to governing bodies for Chairs signature.
8. Requesting and processing annual and final project reports and monitoring project and organisational compliance.
9. Receiving correspondence and complaints.
10. Bringing any concerns and outstanding issues to the attention of the Chair.
11. Being proactive in initiating tasks related to the successful functioning of the HREC, particularly in regional areas
12. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a Diploma with relevant work experience, certificate qualification with relevant work experience, or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated ability to communicate (oral, written and interpersonal skills) and an ability to liaise with individuals from broad range of cultural and educational backgrounds whilst demonstrating understanding and sensitivity to cross-cultural issues.
- Expertise with Microsoft products including Microsoft Access, Word, Excel, Powerpoint and Outlook.
- Demonstrated ability to prepare and generate correspondence, take minutes, and prepare reports to researchers, Government and Institutional bodies.
- Demonstrated ability to effectively prioritise activities and approach tasks in a structured and organised manner in order to meet regular deadlines.
- Ability to identify gaps in processes to assist Committee functions and develop mechanisms to address the gaps.
- Demonstrated successful working experience in a busy environment along with the ability to work individually under minimal supervision as well as a member of a broader team.
- Ability to maintain confidentiality.
- Previous administrative experience in a research/academic environment and/or providing administrative support to a committee
- Identifies as an Aboriginal and/or Torres Strait Islander person (*Desirable*)