

Title:	Animal Ethics Committee Officer
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	TAP 6 (Full Time)
Date Last Updated:	August 2018

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

2. Overview of the Position

Typical activities for this role include:

- Manage the animal ethics committee
- Provide animal ethics services to researchers at the Monash Health Translational Precinct and animal ethics committees

Hudson Animal Ethics Office (HAEO)

Research involving animals is conducted at the Monash Health Translation Precinct (MHTP) at Monash Medical Centre, Clayton.

HAEO is responsible for assisting MHTP Animal Ethics Committees (AECs) and Investigators with all phases of the application for the use of animals for scientific purposes in research and teaching. HAEO advise staff of

the University on issues relating to the care and use of animals for scientific purposes and the Institute requirements relating to animal management, husbandry, monitoring, production, sourcing, use and welfare. HAEO provides technical support, consultation, training to MHTP staff and students and assists Chief Investigators in the drafting of applications for animal use to ensure a high level of awareness of and compliance with legislation and University policy governing the use of animals in research.

The *Animal Ethics Committee Officer* is expected to provide full secretarial support Monash Health Translation Precinct and Monash Medical Centre along with the Animal Ethics Committee Chairperson and members.

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	Essential 1. A relevant tertiary qualification in a science-related field preferably in a research-related environment, or equivalent combination of relevant knowledge, training and/or experience 2. Excellent written, analytical and report writing skills with proven ability to rapidly and effectively synthesize material and produce clear information in a range of formats. This is supported by proven experience in high level analysis and presentation of quantitative data 3. Significant experience or strong evidence for the capability to support Committees dealing with complex matters and with defined deadlines 4. Demonstrated ability to work both independently and cooperatively in a team environment and to interact effectively and courteously with staff and students at all levels of the University, and with external partners 5. Demonstrated problem solving skills, with demonstrated ability to quickly assimilate new concepts and develop positive solutions to complex issues 6. Demonstrated capacity to exercise judgement and deal with confidential matters 7. Excellent interpersonal and communication skills, with demonstrated ability to develop and maintain constructive working relationships at all levels across diverse groups 8. High level of computer literacy and keyboard skills appropriate to the provision of executive-level administrative support
Supervision & Leadership	▪ Manages operations of Animal Ethics Committee, ▪ Provides guidance and support to researchers regarding compliance for their animal research ▪ Co-ordinates legal reporting requirements for the Bureau of Animal Welfare
Knowledge	• Knowledge and experience with animal ethics • Broad knowledge and understanding of biomedical research • Solid expertise in online databases • Sound knowledge of Microsoft Office Word and Excel

Communication & Profile	▪ Prepares documentation & reports at an advanced professional level ▪ Initiates & maintains relationships with peer & senior internal & external stakeholders ▪ Applies negotiation, persuasion & motivation skills to manage staff & stakeholders ▪ Confidently conveys information in a clear & interesting way ▪ Identifies key messages & information required for decision-making
Judgment, Innovation and Problem Solving	▪ Designs, develops & maintains complex, procedures, systems &/or equipment ▪ Undertakes planning processes & develops proposals for plan implementation ▪ Analyses & reports on activities affecting the work area and/or data and experimental outcomes ▪ Exercises high level diagnostic skills on sophisticated equipment or systems ▪ Has discretion to innovate within own function & take responsibility for outcomes ▪ Interprets & develops policy within the immediate work area

The Animal Ethics Committees are legal committees in Victoria and must approve each application to use animals in research and teaching before projects may commence. The *Animal Ethics Committee Officer* provide full secretarial support to MHTP Animal Ethics Committees (AECs). The *Animal Ethics Committee Officer* provides executive administrative support to MHTP AECs including organisation of meetings and agendas, advice to AECs and researchers on the animal welfare and administrative procedures.

The *Animal Ethics Committee Officer* reports to the Hudson Compliance and Welfare Officer (HCO) and works with the Chairperson of MHTP AECs. The *Animal Ethics Committee Officer* works with a degree of autonomy to facilitate the workings of MHTP AECs and should possess the skills to manage the business of these AECs impartially, understand the ethical and animal welfare issues associated with the use of animals in research and teaching. *Animal Ethics Committee Officer* provides advice to AECs and researchers on the administrative procedures required to seek AEC approval for research and teaching

Key responsibilities

1. Provide high quality administrative support to the AECs by coordinating and scheduling of arrangements for meetings, and the preparation and organisation of the agenda and Scheduling of animal house inspections, laboratory inspections, fieldwork visits
1. Preparation and distribution of agendas and minutes of meeting, attending and recording proceedings at meetings, preparation of appropriate correspondence as a result of decisions made at each meeting
2. Coordinate audits of AEC records, inspection of premises and animal laboratories/rooms listed on Scientific Procedures Premises Licence and Scientific Animal Breeding Licence and inform researchers of audit dates and requirements
3. Monitoring the implementation of decisions taken by the Committees, undertake follow up action and transmittal of decisions and determinations to the relevant researchers/departments and report as required on progress of implementation

4. Develop and implement systems to improve committee administration, including systems and procedures by monitoring the expiry dates of approved projects and initiate action to facilitate renewal/completion of projects

Implement systems to record and respond to queries, comments and complains in relation to

- a. animal welfare, teaching and research that is raised by University staff, students and the public
 - b. so as to public confidence in the AEC system of self-regulation
5. Develop procedures in consultation with HCO staff for ensuring a uniform and high standard of ethics in animal experimentation is maintained in the Monash University, and for maintaining records that meet the requirements of the State regulators, AECs and are available for public scrutiny on request
6. Contribute to the measurement, analysis and improvement of governance and administrative services provision as part of the State legislation requirements by maintaining comprehensive and thorough animal ethics records for audit
7. Prepare and maintain databases and files of currently approved projects, projects pending approval and databases of annual and final reports due according to standards and protocols required by the State and National code of practices and State legislation

Ensure a high level of knowledge and competency as well as a culture of responsiveness and service orientation is available within the HAEO and manage the provision of service delivery and advice from the HAEO, ensuring a consistently high standard of accuracy and timeliness

4. Working Relationships

Internal (see chart below)

- **Reporting Line:** The position reports to Hudson Compliance and Welfare Officer (see chart)
- Animal Ethics Committee Chairperson
- Animal Ethics Committee
- Researchers involved with animal research
- **Supervisory responsibilities:** No direct report

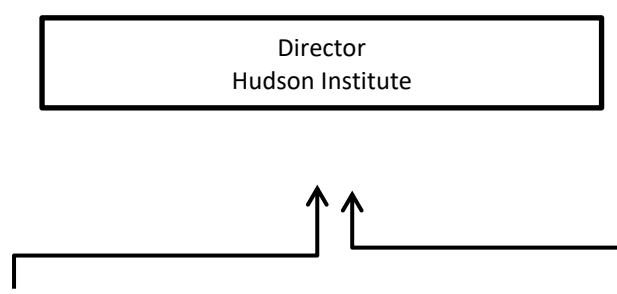
External

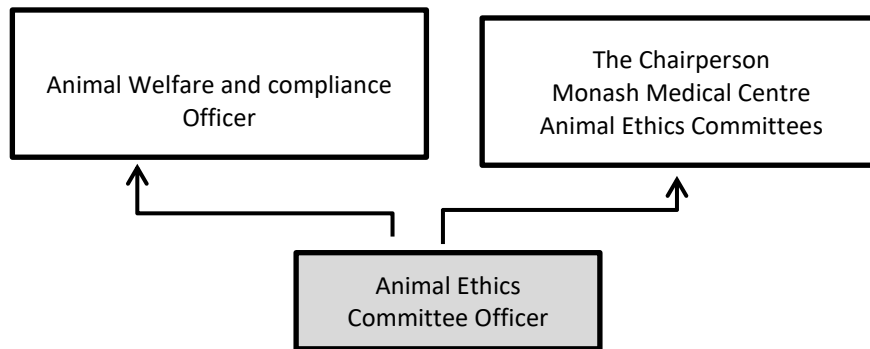
- Volunteer members of the Animal Ethics Committees
- Bureau of Animal Welfare

Legal compliance

Ensure you are aware of and adhere to legislation and Hudson policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisation Chart





5. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.
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- Peak periods of work during which the taking of leave may be restricted

6. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	