



## Position Description

**POSITION TITLE:** Animal Ethics Officer  
**LOCATION:** SAHMRI, North Terrace  
**REPORTS TO:** Senior Project Officer (Integrity and Compliance)  
**DEPARTMENT:** Research Office

### PURPOSE AND SCOPE OF THE POSITION

Reporting to the Senior Project Officer (Integrity and Compliance), work closely with the Research Office, Chair of the Animal Ethics Committee, the Animal Welfare and Compliance Officer and researchers to provide administrative and high-level secretarial support to SAHMRI's Animal Ethics Committee in relation to animal ethics applications and animal ethics more broadly at the Institute.

There are no direct reports for this role.

### KEY RESPONSIBILITIES

The specific duties include:

- Provision of high-level secretarial support to the Animal Ethics Committee (AEC) including:
  - Schedule meetings, prepare agendas, minutes, amendments, and annual report for the AEC.
  - Perform follow-up actions resulting from committee discussions and decisions.
  - Ensure operating guidelines of the AEC are followed and the committee works within the requirements of the South Australian Animal Welfare Act 1985 and the Australian Code for the care and use of animals for scientific purposes 8th Edition (2013).
  - Liaise with researchers to provide advice and ensure correct lodgement of applications and amendments for committee consideration as appropriate to ensure an efficient use of the committee's time.
  - Work with committee members to deal with all application, amendment and approval related queries and actions.
  - Manage the collection of data, maintenance of records, and produce reports as required.
  - Contribute to the development, review and implementation of committee processes and ethics related policies and strategies.
  - Prepare reports, submissions, and other documents on behalf of the SAHMRI Animal Ethics Committee.
  - Undertake activities to support and monitor compliance with SAHMRI policy and legislative (including state, national) requirements, facility inspections and for risk management purposes.
- Provision of high-level and professional advice to researchers and ethics applicants
  - Interpret ethics and related guidelines and legislation, respond to internal and external enquiries, and advise researchers, ethics committee members and other as relevant.
  - Contribute to the development of the ethics web sites, training materials and information systems.
  - Liaise with researchers and committee members regarding the use of Tick@Lab.



- Liaise with accrediting agencies on ethics requirements and related guidelines and legislation.
- Assist the Animal Welfare & Compliance Officer with administrative tasks associated with Animal Ethics inductions including booking rooms, enrolling attendees etc.
- Participate in special projects to continuously improve processes, tools, systems, and organisation.
- Participate in other Research Office related tasks as required.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

#### SPECIAL REQUIREMENTS

- Some out of hours work may be required.



## Person Specification

### QUALIFICATIONS

- Tertiary qualification or equivalent education and/or experience is desirable

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a confidential administration role in a health / scientific / medical environment.
- Experience in ethics and compliance administration, including interpreting relevant rules, guidelines and legislation
- Experience in animal research, welfare and/or ethics.
- Understanding of the Animal Welfare Act and the Australian Code for the care and use of animals for scientific purposes 8th Edition (2013)
- Excellent attention to detail, highly organised, methodical, and able to meet multiple deadlines, with a key commitment to quality.
- Ability to adapt to changes in work demands, working with a variety of situations and people.
- Ability to use initiative and judgement.
- Well-developed written and verbal communication skills (must be able to liaise across various organizational levels)
- Demonstrated proficiency in software applications including database packages.
- Ability to work as an effective member of a team, as well as independently with minimal supervision.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

### LICENCES

- Current Driver's Licence