



Position Description

POSITION TITLE: Animal Ethics Officer
LOCATION: SAHMRI, North Terrace
REPORTS TO: Reports to Head of Risk and Chair, Animal Ethics Committee
DEPARTMENT: Quality, Risk, Safety and Ethics (QRSE)

PURPOSE AND SCOPE OF THE POSITION

Reporting to the Head of Risk and Chair, Animal Ethics Committee, this role will work closely with the Quality, Risk and Safety department the Animal Welfare and Compliance Officer and researchers to provide administrative and high-level secretarial support to SAHMRI's Animal Ethics Committee including management of animal ethics records, protocol tracking, amendment tracking, compliance-related documentation, reporting systems and governance processes associated with animal ethics activities at SAHMRI.

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 reporting for the AEC.
 - Perform follow-up actions resulting from committee discussions and decisions.
 - Maintain registers and tracking systems relating to applications, amendments, annual reports, protocol approvals, protocol expiries, training compliance and Committee actions.
 - Maintain processes and tools to identify and track changes between protocol versions and amendments and escalate identified discrepancies, omissions or inconsistencies to the Chair, Animal Welfare & Compliance Officer or Committee as appropriate. Work with the AEC members to deal with all applications, amendments and approval related queries and actions.
 - Monitor reporting deadlines and protocol milestones and coordinate follow-up actions as required.
 - Contribute to the development, review and **implementation of the Committee-processes** and ethics related policies and strategies.
 - Prepare reports, submissions, and other documents on behalf of the SAHMRI Animal Ethics Committee.
 - Maintain records relating to protocol deviations, adverse events, welfare incidents and non-compliance matters.



- Support documentation, tracking and reporting of corrective actions arising from Committee decisions, inspections and compliance reviews.
- Contribute to the development of the AE web sites, training materials and information systems.
- Provide administrative support for Tick@Lab including user support, workflow administration, record management, reporting, data quality monitoring and training. 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 QRSE 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 in a Science, Public Health or research-related field, and/or equivalent relevant experience is desirable

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a confidential administration role in a health / scientific / medical research environment.
 - Experience in ethics and/or compliance administration, including application relevant rules, guidelines and legislation
 - Experience in animal research, welfare and/or ethics is desirable.
 - Experience in committee secretariat functions, including coordinating meetings, preparing agendas and minutes, tracking actions and decisions, and maintaining accurate committee records.
- Knowledge of the Animal Welfare Act and the Australian Code for the Care and Use of Animals for Scientific Purposes (8th Edition, 2021).
- 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 organisational 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