

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Manager, Research Integrity & Governance
CLASSIFICATION	Professional Level 9: \$131,964 - \$137,298 + super + salary packaging
TIME FRACTION	0.8 – Full Time
CONTRACT TYPE	Permanent
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Chair of Education and Research Integrity, Chief People Officer
DIRECT REPORTS	Likely in the future
LAST UPDATED	June 24

## POSITION SNAPSHOT

This new role will oversee Research Integrity and Research Governance in accordance with The Australian Code for the Responsible Conduct of Research established by the National Health & Medical Research Council (NHMRC) of Australia. The position will develop and implement awareness, education and training programs to our researchers and students in how they responsibly govern and manage their research activities in the key areas of ethics requirements, data management and storage that includes the upkeep of electronic notebooks and publications, research misconduct as required by external and internal regulatory bodies. Responsibilities include assisting researchers with ethics requirements and applying best-practice data protection, privacy, and other relevant principles to promote the secure, compliant and safe research conduct.

The position will also provide leadership in the development, implementation, and maintenance for Institutional oversight of research governance activities including establishment of frameworks, policies and procedures, resources and training. The role will develop strong working relationships across a number of areas within The Burnet and externally with technical and non-technical stakeholders.

## KEY RESPONSIBILITY AREAS

1. GOVERNANCE	<ul style="list-style-type: none"><li>• Lead the development and implementation of an institution-wide Research Governance framework encompassing compliance requirements with all applicable laws and regulatory bodies for all research activities undertaken by the Institute in partnership with appropriate stakeholders.</li><li>• Implementation of all policies and procedures that underpin the Research Governance framework.</li><li>• Establish a program for monitoring compliance and provide expertise and support to researchers and professional staff on areas of research governance, including:<ul style="list-style-type: none"><li>○ Data protection.</li><li>○ Due diligence (with respect to funders, industrial partners and donors).</li><li>○ Protection of vulnerable groups,</li><li>○ Compliance with internal and external regulations, policies, and processes.</li><li>○ Accurate recording of research data and dissemination of findings.</li></ul></li><li>• In consultation with internal stakeholders, develop, document, maintain, and socialise standard operating procedures (SOPs) to ensure ethical conduct, data quality, data integrity and data processing efficiency across research projects.</li><li>• Support the systematic review and revision of research policy and procedural documents, particularly as they relate to research ethics. Identify the research-related policy and procedural areas in need of development and oversee development of appropriate project consultation and communication plans and engagement with key stakeholders.</li><li>• Keep abreast of the existing and future research data needs to provide appropriate technical and governance advice.</li></ul>
2. INTEGRITY & ETHICS	<ul style="list-style-type: none"><li>• Work closely with Institute leaders and other senior researchers to foster and promote a culture of research integrity across the Institute, including:<ul style="list-style-type: none"><li>○ Increasing researchers' understanding of their responsibilities in respect of all aspects of research integrity</li><li>○ Raising the visibility and understanding of ethical issues across the full breadth of research undertaken at Burnet.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Implement and manage a comprehensive suite of resources and training programmes to ensure research integrity, ethics and governance information and records are created, used, secured and shared effectively while meeting regulatory and Institute requirements.</li> <li>• Review, update and monitor effective structures and systems for the effective reporting and response to research misconduct.</li> <li>• Work closely with the Institute’s Research Integrity Committee ensuring they have appropriate to Terms of Reference and resources to meet external and internal requirements of the Institute. This includes ensuring an effective reporting structure to Executive and Board levels as required.</li> <li>• Act as a subject matter expert and trusted advisor on research Integrity ethics and governance to stakeholders within Burnet (locally and overseas locations), which is credible, reliable and facilitates ethical and responsible research.</li> </ul>
3. EDUCATION	<ul style="list-style-type: none"> <li>• Develop and maintain a comprehensive suite of resources and training programmes to be accessed by Burnet staff in Australia and internationally.</li> <li>• Work closely with Discipline Heads, Human Resources and others to ensure training and education offerings are integrated with the researcher and research training frameworks and programs.</li> <li>• Manage the delivery of training and educational programs (including on-line training modules and workshops) which build awareness and understanding awareness of principles and responsibilities in relation to research governance and ethics.</li> </ul>
4. SYSTEMS & MONITORING	<ul style="list-style-type: none"> <li>• Ensure systems, policies and procedures are in place for the effective and appropriate engagement of research ethics and governance committees and networks.</li> <li>• Review and implement systems and processes for best practice in the support of committees and networks.</li> <li>• Establish and maintain appropriate systems for monitoring of the Institutes internal and external research obligations in respect of governance and integrity.</li> </ul>
5. REPORTING & COMPLIANCE	<ul style="list-style-type: none"> <li>• Ensure compliance and drive continuous improvement of Institute processes and systems for research integrity, ethics and governance, including internal and external reporting.</li> <li>• To act as initial point of contact for serious adverse events. protocol breaches and complaints associated with research undertaken by staff and students and to lead on the management of such cases in accordance with the Institute’s policies and procedures.</li> <li>• Draft papers related to the internal and external research governance and ethics environment and related policy or strategy implications for the Executive Team, Board, or other appropriate bodies, as needed.</li> </ul>
6. PEOPLE LEADERSHIP	<ul style="list-style-type: none"> <li>• Ensure participation of all staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.</li> <li>• Ensure compliance within the group in relation to all required compliance training including online and face to face training.</li> <li>• Manage HR issues with the support and guidance of HR as needed.</li> <li>• Manage leave within the group to ensure leave balances are kept within institute policy guidelines.</li> <li>• Coach and support staff and students.</li> </ul>
7. TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Undergraduate and postgraduate qualifications in a relevant discipline e.g. health, research, social science.	Essential
2.	Established subject matter expertise and provision of advisory in research management and enterprise information systems, and research integrity, ethics and governance, preferably in a higher education sector setting.	Essential
3.	Demonstrated high-level skills in analysing, designing, developing and implementing improvements to significant business processes/systems, policy, plans and strategies.	Essential
4.	Extensive experience in systematic review, audit, development and implementation of policy, procedures, and processes.	Essential
5.	Extensive experience in managing ethics and/or governance committees, including appointments, terms of reference and operating procedures, in an academic or other relevant environment.	Essential
6.	Previous experience leading and implementing organisational change.	Essential
7.	Excellent leadership skills and experience building, managing and coaching teams to deliver high standards in service delivery and technical output.	Preferable

# About Burnet Institute

## Vision

A more equitable world through better health.

## Purpose

Create and translate knowledge into better health so no-one is left behind.

## Values

Respect, Equality, Inclusiveness, Diversity.

## Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

## What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

## Where we work



Priority countries:

**Australia | Papua New Guinea | Myanmar**

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

## Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)