

# POSITION DESCRIPTION



Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

## Research Integrity Investigations Officer

<b>POSITION NUMBER</b>	0047451; 0047452
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$93,935 - \$101,684 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (2 FTE) (2 positions)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Ms Kim Gilliland Tel +61 3 9035 4202 Email <a href="mailto:kim.gilliland@unimelb.edu.au">kim.gilliland@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **RESEARCH, INNOVATION AND COMMERCIALISATION**

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

This role is located in the Office of Research Ethics & Integrity (OREI), a business area within Research, Innovation and Commercialisation (RIC). The Office of Research Ethics & Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support ten key areas of governance and oversight: research integrity, human ethics, animal ethics, gene technology, bio-risk management, animal welfare, clinical trials, quality assurance, export controls and sanctions.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Research Integrity Investigations Officer (RIIO) is a specialised position within the Research Integrity team of the Office of Research Ethics and Integrity (OREI). Working under the broad direction of the Director (OREI) and reporting to the Senior Research Integrity Investigations Officer, the RIIO plays a key role supporting and contributing to the success of a collaborative team whose vision is to

support the management, development and refinement of policies and processes relating to research integrity at the University.

The Research Integrity team seeks to support the University's commitment to the responsible conduct of research through various activities, including: delivering education and training initiatives; refinement of policies and processes; responding to internal and external reporting obligations; and supporting the University's network of Research Integrity Advisors and Research Integrity Investigators (academics from an eligible pool of potential investigators for formal research integrity investigations). Whilst collaborating with Research Integrity colleagues to support these key activities, the RIIO plays an important and specialist role in supporting the University's single complaints process for managing and responding to concerns regarding potential research integrity breaches under the framework of the *Australian Code for the Responsible Conduct of Research* (the Code), associated guidelines and policies.

Working collaboratively with Research Integrity team, the RIIO will provide high level support to colleagues in the initial assessment of concerns and complaints about research conduct received via the University's single complaints process. In doing so, the RIIO will have critical responsibilities for ensuring that internal processes are followed, matters are appropriately escalated or referred to other areas of the University where required, and that colleagues and the Senior Research Integrity Investigations Officer are kept suitably informed of progress in this initial assessment and University response.

The RIIO provides high level support and advice to key decisionmakers responsible for managing and responding to research integrity concerns received by the University; in doing so the RIIO operates consistently within the strict framework of the Code, its guidelines and processes, as well as important obligations for confidentiality and record keeping. The RIIO supports University decisionmakers in Chancellery and Academic Divisions through the preparation of briefing materials and other documents that are procedurally accurate, responsive to stakeholder interests, and based upon best available information received or sourced through RIIO discretion and judgment. The RIIO will also provide high level support in research integrity investigations and similar processes to ensure the accuracy, defensibility, and procedural fairness of the University's management of concerns and allegations of research integrity breaches and misconduct.

The RIIO position requires a responsiveness to a range of issues in research integrity affecting University of Melbourne researchers and affiliated research, a mature judgment and ability to interpret and apply the principles of responsible research, national and international guidelines, and University policies and processes. Sensitivity to discipline-specific research standards and practices, as well as application of knowledge gathered about accepted research practices is also required. The position requires a high skill level in applying general principles and policies to individual cases, managing policy and stakeholder input that has university-wide implications, and assessing appropriate actions for

decisionmaker management of research integrity concerns. Some complaints and allegations will only be resolved through effective liaison with other units, for example Legal Services, Graduate Research, and other professional and academic units across the University.

The RIIO plays a critical role in supporting, identifying opportunities for continuous improvement, and refining the University's single process for responding to potential breaches of the Code. Through their strong commitment to process improvement, the vision of the Research Integrity team and eagerness to take a proactive role, the RIIO will support and make a positive contribution to the University's responsibilities for: providing mechanisms to receive concerns or complaints about potential breaches of the Code; ensuring timeliness, effectiveness and procedural fairness in University processes for managing and responding to concerns; and ensuring that the basis for University responses are defensible and commensurate with the seriousness of a potential breach.

The incumbent is required to display a high level of discretion, independent judgment, attention to detail and professionalism whilst regularly interacting with internal and external stakeholders. In doing so, the incumbent is expected to exercise a maturity of judgement, sensitivity, and high level of confidentiality. Critical to this position is the ability to undertake multiple concurrent tasks utilising excellent organisation, prioritisation and time management skills. Working to support this key function of the Research Integrity team, the incumbent will demonstrate a commitment to teamwork, contributing to a supportive work environment and contributing to a continuous improvement culture.

Reporting line: Senior Research Integrity Investigations Officer

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

#### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: The Research Integrity Investigations Officer will be the first point of contact for internal and external Complainants, Respondents and third-party stakeholders involved in research integrity matters referred to OREI. Working collaboratively with the Research Integrity team of OREI, the RIIO will support University decisionmakers under the Australian Code and work closely with colleagues across academic divisions, the COO portfolio, Chancellery, Graduate Research and the University's network of Research Integrity Advisors and Research Integrity Investigators. Similarly, the RIIO will work to support institutional responsibilities to external stakeholders such as the ARC, NHMRC and members

of the public. The incumbent will collaborate with other colleagues in Research Integrity and OREI to support responsibilities for promoting the responsible conduct of research across the University.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Deliver professional expertise in supporting the University's singular process for receiving concerns and complaints about the conduct of research, with responsibilities for the appropriate information-gathering and review of matters for effective, comprehensive and accurate briefing of University decisionmakers consistent with its framework (incorporating the Code, as well as University policy and processes)
- Comply with and support processes and procedures for: managing the University's response to research integrity concerns and complaints, from receipt through to resolution; effective recordkeeping, through the Research Integrity caseload management system and records database; and continuous improvement for best practice in research integrity investigations and ensuring that requirements of the Code and associated policies are met
- Develop and maintain effective and professional relationships to support the University's management of concerns and complaints about research conduct, adopting a collaborative approach to caseload management amongst Research Integrity Investigations Officer colleagues and using appropriate discretion when handling sensitive and confidential information
- Contribute positively to the team by consistently promoting service excellence and responsiveness in a multi-skilled and supportive environment to ensure: (i) a high standard of service to all stakeholders; (ii) that knowledge, opportunities and work demands are effectively recorded and shared amongst the Research Integrity Investigations team; and (iii) that ongoing projects and initiatives are effectively supported for successful rollout and implementation
- Carry out other duties, consistent and broadly aligned with the role responsibilities as requested by the supervisor
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S)

responsibilities as outlined in Section 5.

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have: A tertiary degree with relevant experience, or an equivalent combination of relevant professional experience and/or education and training. Experience and understanding in the areas of research compliance and/or investigation in the tertiary education sector or equivalent.

#### Knowledge and skills:

2. Demonstrate the COO values of: University First, by acting in the best interest of your employer; Service Excellence, by striving to deliver beyond expectations and taking ownership of delivery; and One Team, by working collaboratively, connecting with people and building relationships in your workplace.
3. Demonstrable knowledge of principles of research ethics and the responsible conduct of research as applicable both nationally under the Australian Code for the Responsible Conduct of Research (and associated guidelines) and internationally.
4. A sound understanding of principles of procedural fairness and proven ability to apply these in the handling of concerns and complaints in a manner that is confidential, consistent with internal policies and processes, and demonstrates a maturity of judgment.
5. Well-developed oral and written communication skills, including the proven ability to deal with a wide range of people and convey confidential and complex information in a sensitive yet clear manner for a range of stakeholders; maintain accurate and comprehensive records; prepare accurate and concise reporting documents and advisory notes.
6. High level service orientation, demonstrated ability to manage a wide range of stakeholders and experience working collaboratively within a team and across organisational boundaries.
7. Highly developed organisational and time management skills with demonstrated ability to work flexibly to prioritise workloads, act effectively to manage competing priorities, and complete tasks with a high degree of accuracy and attention to detail within strict timelines.

8. Experience working with large and complex enterprise-level systems for case management, complaints handling and records keeping with a strong understanding of their significance for effectively managing and responding to concerns and complaints received by the University.

**Other job related information:**

- Occasional work out of ordinary hours and travel

**Personal Attributes:**

- Motivated by conducting and overseeing well planned, thorough, and timely integrity investigations
- Ethical and compliance-oriented thinker with a business mindset and sound judgement
- Highly collaborative and team orientated
- Promoting a business partner approach to service delivery
- Passion and commitment to the promotion and development of ethics and integrity in research
- Engendering trust, confidence and building rapport
- Strong commitment to high performance, best practice and excellence in service delivery
- Agile, adaptable and flexible / willing to embrace new approaches
- Strategic understanding and solutions orientated
- Enthusiastic, energetic, engaging and self-starter