

Job Description Form	Human Research Ethics Officer
Work Group:	Business Development
Work Unit:	Business Development and Compliance
Reports To:	Executive Manager – Business Development
Direct Reports:	1
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Service Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 5
Approved by CEO:	18 June 2021 (Amanda Collins-Clinch)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' Model of Care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Human Research and Ethics Officer will report to and is directly accountable to the Executive Manager – Business Development, providing highly effective and efficient research and secretariat support to the Western Australian Aboriginal Health Ethics Committee (WAAHEC). The Human Research and Ethics Officer will oversee the compliance and support

for WAAHEC, including providing specialist advice to all relevant stakeholders on human research ethics matters for Aboriginal and Torres Strait Islander people. The Human Research and Ethics Officer will provide ongoing improvements to human ethics processes and resources for researchers, including web resources and online as well as face to face. The role will also oversee the development and implementation of a new online WAAHEC database.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Has contact with applicants, committee members and others regarding the WAAHEC.
- Has contact with Researchers and Universities.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
WAAHEC SECRETARIAT SUPPORT	<ul style="list-style-type: none"> – Preview all submitted applications for ethical approval to ensure applications are complete and submitted in accordance with National Health and Medical Research Council (NHMRC) standards. – Provide expert advice and support to researchers in their development and design of human research ethics applications and modifications prior to Committee review. – Coordination of at least nine face-to-face (or video link) Committee meetings per annum. – Coordinate the business of the WAAHEC and be accountable for the efficient and effective functioning of the Committee including: initiation and preparation of agendas, distribution of committee papers, recording and

	<p>preparing accurate minutes, execution of all decisions of the committee and preparing reports and briefings for the Chair in accordance with legislation and NHMRC requirements.</p> <ul style="list-style-type: none"> – Process, prepare and send general correspondence to researchers regarding the decisions of the WAAHEC including approvals, conditional approvals and other correspondence related to research protocols and modifications, adhering to set deadlines. – Organising and facilitating ad hoc meetings or ethical reviews outside of scheduled WAAHEC meetings. – Engage the required lay people and legal adviser to meet the NHMRC requirements inclusive of recruitment and training. – Ensure national standards are met and maintained including, the WAAHEC membership comprising Aboriginal professionals and community based members. – Develop, maintain and deliver the WAAHEC induction package and training to all new WAAHEC Members. – Source and coordinate training appropriate to WAAHEC needs. – Develop and/or maintain WAAHEC resource materials required by the committee to enable it to undertake its role (eg. policies and procedures, induction manual, and promotional materials). – Annual reporting to Human Research Ethics Committees (HREC) against all compliance items. – Preparing funding reports on WAAHEC activities. – Supervise the Maintenance of all records pertaining to the work of the WAAHEC. – Maintain confidentiality about WAAHEC proceedings.
STAKEHOLDER ENGAGEMENT	<p>Undertake stakeholder engagement and information provision activities to promote the WAAHEC and research needs of the sector including:</p> <ul style="list-style-type: none"> – Collate and develop resources for Researchers (resources will be reviewed and updated annually, including information on the database). – Initiate engagement with Universities to present on WAAHEC. – Initiate engagement with the Western Australia Health Translation Network (WAHTN) via the Aboriginal Health Directorate for engagement with WAAHEC

	<ul style="list-style-type: none"> – Continue engagement with DPC and other HREC's to monitor changes to privacy legislation.
WAAHEC DATABASE	<p>Supervise the ongoing administrative support for the WAAHEC database including:</p> <ul style="list-style-type: none"> – Regularly monitoring of applications, amendments, progress reports and publications assessed and reported within the WAAHEC database. – Monitoring and follow up queries raised by WAAHEC with research bodies for resubmission. – Direct publication of identified research needs of the ACCHS sector on the WAAHEC database. – Supervise the commencement of entry into database of all current applications, and historical applications. – Resubmissions to be addressed and followed up both within the database and by the Secretariat when identified as overdue by database reporting. – Collaborate with Aboriginal Health Planning forums and Research subcommittees on areas of need for research that are then published on the database for researchers to review.
EXTERNAL LIASON	<p>Liaise and correspond with researchers and representatives of external bodies. This includes liaising with:</p> <ul style="list-style-type: none"> – Representatives of ACCHS's, other Aboriginal organisations, research institutions, other HRECs and government agencies. – Researchers regarding sensitive issues and amendments to research applications, as directed by the WAAHEC to meet national standards. – When required, seek experts with scientific and technical expertise in their field to provide advice on individual research projects and broader issues affecting their field.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LOGIQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.

	<ul style="list-style-type: none"> – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health and Safety responsibilities as per the <i>Occupational Safety and Act 1984 (WA)</i>. – Identify and assist to reduce Work Health and Safety hazards and risks. – Follow the reasonable direction of Work Health and Safety representatives.
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POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
WAAHEC SECRETARIAT SUPPORT	<ul style="list-style-type: none"> – Ensure the efficient and expedient processes of the WAAHEC.
STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> – Champion the success of the WAAHEC and provide a single point of reference for external and internal parties.
WAAHEC DATABASE	<ul style="list-style-type: none"> – Supervise the development and implementation of an efficient and effective WAAHEC Database.
COMPLIANCE AND REPORTING	<ul style="list-style-type: none"> – Compliance with all external and internal regulatory bodies regarding human research ethics, including annual reporting, monitoring of approved research, and compliance with NHMRC.

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Demonstrated experience in human research and the development of human research projects, including ethical considerations in the conduct of the research.
- Ability to read, analyse, and interpret information from research submissions and prepare summary papers.
- High level analytical and creative problem solving skills that can be applied to the assessment of human research ethics applications.
- Demonstrated capacity to interact with stakeholders within a research environment to provide expert advice on human ethics.
- Demonstrated knowledge and understanding of Aboriginal culture and issues.
- Excellent written communication skills with the ability to draft and edit comprehensive summary documents.
- Excellent communication, liaison and negotiation skills with a demonstrated ability to communicate with a wide range of people including Aboriginal peoples, professional researchers and other external stakeholders.
- Strong organisational and time management skills with the ability to work with a complex set of tasks; to plan and prioritise workloads to meet deadlines; and work independently, efficiently and effectively.
- Well-developed conceptual and problem solving skills.
- A commitment to quality service and the ability to maintain client and organisational confidentiality.
- Good keyboard skills and demonstrated competence in the use of business technology and desktop applications including internet, Word, Excel, PowerPoint and database packages.
- Demonstrated competence in minute taking, including an ability to interpret and implement through actions.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name	
Signature	
Date	