

Position description

Position title:	Animal Ethics Manager
Employer:	Baker Heart and Diabetes Institute
Team:	Animal Ethics Office
Supervisor/Manager:	Executive General Manager, Commercialisations
Date:	January 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning almost 97 years with our work critical to today's healthcare challenges. We are a key player in research, translation, education, advocacy, and health promotion with a staff of more than 450 (including scientists, clinicians, and students).

The Alfred Research Alliance is a collaborative partnership between Alfred Health, Monash University, Baker Heart and Diabetes Institute, Burnet Institute, La Trobe University and Deakin University at the Alfred Precinct in Melbourne. The Alliance brings together more than 8000 health professionals, researchers, and support staff, providing a collaborative environment to integrate medical research with education and healthcare.

Team

The Alfred Research Alliance Animal Ethics (AE) Office, administered by the Baker Institute, works with AMREP Animal Services Pty Ltd to manage all matters related to the care and use of animals for scientific and teaching purposes at the Alfred Precinct.

One of the key aspects to this is providing administrative support to the two Animal Ethics Committees (AECs) and investigators at the site. This includes, but is not limited to, providing training and education opportunities for Alfred Research Alliance members, managing the animal use licences for the various Alliance organisations, coordinating the inspections of animal facilities and monitoring compliance.

The AECs ensure a uniform and high standard of animal welfare and ethics in the care and use of animals for scientific and teaching purposes throughout the Alfred Precinct. They review applications to use animals for scientific or teaching purposes to ensure compliance with legislative requirements.

As well as supporting the AECs, the AE Office also develops and implements compliance and education programs to ensure that all activities involving the care and use of animals are conducted in accordance with *the Australian Code* and other legislation.

Nature of environment

The Alfred Research Alliance is a unique environment incorporating a continuum of research extending from basic science through to human clinical trials, health care, and health promotion in the community setting. Staff include clinicians, allied health professionals, researchers, clinical, administrative staff, research support staff, animal care staff and students.

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Key job requirements, responsibilities, and duties

The Animal Ethics (AE) Manager is responsible for overseeing the operation of the Alfred Research Alliance (ARA) Animal Ethics Office. This includes management of a team of staff, ensuring the Animal Ethics Committees (AEC) are functioning in accordance with *the Australian Code for the Care and Use of Animals for Scientific Purposes (The Australian Code)*, implementing controlled documents, monitoring compliance programs, and supporting investigators across the precinct undertaking animal research.

The appointee will be responsible for working with other AE Office members to oversee the administration of AEC business in the purpose-built Research Management System (Conduit) and ensuring that the database of animal ethics applications, approvals, amendments, and reports are maintained accurately.

Maintaining currency and a working knowledge of *the Australian Code*, The Act and associated Regulations, Regulatory Guidelines, and internal documents, as well as building and sustaining effective working relationships with a network of colleagues and other stakeholders to proactively support and facilitate research are important parts of this role.

The AE Manager will be required to work closely with all stakeholders at the ARA which includes investigators, the AEC, the Animal Facilities General Manager, animal care staff and the Licence Holder Nominees.

The service delivery standards of the AE Office must be maintained, and all members of the AE Office are expected to be solution focused, while ensuring that compliance is maintained.

The AE Manager will run team meetings with the AE Office members and be expected to guide the team in the continuous development and improvement of office procedures.

Key accountabilities of this role include, but are not limited to:

1. Manage the membership of the AECs by working with the AEC Chairs to ensure all members are performing their roles and that vacancies are filled as soon as possible when an AEC member retires.
2. Finalise the 2023 Annual Report on the Operation of the ARA AECs by ensuring that the AEC Chair meets with each Licence Holder and that all signatures are acquired.
3. Manage the animal use licences at the Alfred Research Alliance, submitting variations to the licences as required.
4. Oversee the processes for AEC review and approval of controlled documents, ensuring that the library of controlled documents is maintained.
5. Provide secretariat support to the Licence Holder Nominee Committee, including ensuring that meetings are organised, agendas are prepared, meeting minutes are completed after the meeting and that actions are followed up promptly after a meeting.
6. Prepare reports for relevant stakeholders at the Alfred Research Alliance, such as the Alliance Council, AMREP AS Animal Users Committee, the AECs, and Licence Holder Nominees etc. and attend their meetings as required.
7. Ensure that the AE Office budget is maintained throughout the year, providing updates to the LHNs and managing the processing of all payments related to AEC business (i.e., AEC application fees, catering invoices, AEC member sitting fees etc.).
8. Ensure consistency between the two Alfred Research Alliance AECs by running regular meetings with the AEC Chairs, ensuring that all discussion points are accurately captured and communicated back to the AECs for their information.

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9. In consultation with the Baker Institute's Human Resources team, manage the recruitment and onboarding of new AE Office members as required.
10. Manage the resolution of complaints in accordance with the relevant policies and procedures.
11. Oversee AE Office communications and finalise the development and roll out of the new AE website.
12. Oversee AE Office members in their roles, assisting them as needed, as they develop, implement, and maintain a number of programs managed by the AE Office. These include the training and education program, the facility inspection program, and the post approval monitoring program.
13. Attend the Research Management System (RMS) meetings and work with the various stakeholders to develop and refine workflows and processes within the RMS, ensuring that the RMS processes are aligned with AE Office policies and procedures.
14. Manage the processes around freedom of information requests received by the AE Office or Licence Holders at the Alfred Research Alliance. This includes liaising with the relevant legal teams and ensuring that all the necessary documentation is compiled and provided promptly.

This role may be directed to perform other duties that relate to the AE Office, as directed by the Licence Holder Nominees, from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Meet statutory requirements of the company

Employees of the Baker Institute must comply with and maintain up to date and accurate knowledge in:

- OHS legislation
- EEO legislation
- Privacy legislation
- Confidential Information Policy
- Baker Heart and Diabetes Institute Code of Conduct
- Baker Heart and Diabetes Institute Values
- Australian Code for the Responsible Conduct of Research
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Requirements of position holder

Education level

- A relevant tertiary qualification in the field of biological, clinical, zoological, or veterinary sciences, preferably at a postgraduate level; or
- Extensive experience in a similar role in a research or higher education environment; or
- An equivalent combination of relevant experience and education/training.

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Experience

- Experience in office administration, including preparing meeting agendas, minutes, and correspondence.
- Experience in an animal ethics administration role in a research or higher education environment.
- Research management and/or research governance experience in an academic or medical research environment.
- Experience managing staff or students.
- Experience in the development of research governance, administrative policies, systems, and procedures is highly desirable.

Knowledge

- Knowledge of relevant animal welfare legislation and codes of practice concerning the use of animals for scientific purposes is desirable.
- Understanding of laboratory animal science and animal ethics procedures.
- Knowledge of research legislation, regulations and policies from the National Health and Medical Research Council (NHMRC)

Skills

- A high level of interpersonal skills that enable the appointee to liaise effectively with a wide range of people at a variety of levels across the Alfred Research Alliance.
- Excellent written and oral communication skills, including the ability to convey information and ideas clearly and succinctly to individuals and groups.
- Excellent administrative and organisational skills, including the ability to manage competing priorities and meet strict deadlines.
- The ability to effectively interpret policies, procedures, and guidelines to provide clear and consistent advice and support to researchers, licence holders and Animal Ethics Committees on the ethical conduct of research and regulatory obligations.
- Strong IT skills, including database entry and reporting.

Attributes

- Critical thinker with excellent analytical skills.
- Sound judgement and decision-making ability in relation to staff, day-to-day administrative matters, and implementation of new programs and initiatives.
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.
- Demonstrated ability to meet deadlines without compromising attention to detail and accuracy.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- Systematic approach to tasks and strong attention to detail.
- Self-motivated individual who can work independently and exercise good judgement.

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- Strong problem-solving skills and adaptability, with a demonstrated ability to manage competing demands, deal with ambiguity, establish priorities, organise tasks and meet deadlines.
- The ability to work effectively in a team environment, collaborate widely both internally and externally, and establish effective interpersonal relationships with a wide variety of people.
- Cooperates with others to achieve organisational objectives within compliance framework.
- Capable of always maintaining composure.
- Demonstrated ability to participate positively in a team.

Summary of position

This is a position for a highly motivated individual with a strong background in office administration, research governance and the development of systems and processes.

This position is responsible for the operations of the Alfred Research Alliance Animal Ethics Office, ensuring that all members of the Animal Ethics Office are performing their roles to meet the administrative requirements of the Animal Ethics Committees, that a database of animal ethics applications and approvals is maintained and that key compliance programs are functioning.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and their supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).