JOB DESCRIPTION

Position Title	Animal Ethics Officer	Level	B
Reports to (role)	Manager, Research Governance		
Team	Research Governance		
Location	Perth Children's Hospital		

PURPOSE OF POSITION

The Animal Ethics Officer (AEO) is a member of the Institute's research governance team which exists to enable the Institute to progress quality child health research in an ethically responsible manner and the AEO is specifically responsible for ensuring that the Institute animal ethics systems & processes comply with the Australian Code for the care and use of animals for scientific purposes 8th Edition (2013) (the Code) and the License to use animals for scientific purposes Animal Welfare Act of 2002.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Animal ethics meetings and records management	• Coordinate meetings of the Animal Ethics Committee (AEC) & AEC Exec including preparing agendas, minutes, action lists, papers & secretariat function • Coordinate recruitment, appointment & induction of new AEC members • Prepare and receive all animal ethics correspondence with regulator (SLU) and internal and external stakeholders • Prepare reports and manage all animal ethics records and registers to comply with the Code • Prepare animal ethics related policies & procedures • Develop & manage cloud-based animal ethics project management system • Support AEC continuous improvement • Project Manager for Animal Ethics Project Code in finance system	• AEC & AEC Exec Meetings are scheduled and progressed • Accurate & timely agenda, minutes and action lists • Maintenance of correspondence, records and Registers • SLU (regulator) feedback on records and processes • Cloud based animal ethics system developed & functional • Animal ethics project code finances administered efficiently

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Animal ethics advice, systems & training	• Provide advice to researchers on animal ethics application and reporting processes to maintain compliance with Code • Provide pre-submission advice & administrative review of animal ethics application for new projects & amendments • Coordinate reviews of animal research Standard Operating Procedures (SOPs) • Prepare updates of AEC related forms, terms of reference, policies & SOPs • Update intranet with animal ethics, welfare, research and related information • Facilitate training on animal ethics processes	• Provision of accurate and reliable information • Forms are user friendly and capture all required information • Researchers trained and clear on procedures
Animal ethics reporting & review	• Coordinate annual review of the operation of the AEC including compiling annual statistical and other information for reports to the state regulator for animal welfare (SLU) to maintain the Animal Use licence & to ensure Institute's compliance with Animal Welfare Act • Preparation of internal reports as required • Coordinate Independent External Reviews (IER) of animal management practices at the Institute in accordance with the Code & support implementation of review recommendations • Ensure AEC reports are presented to Risk and Compliance subcommittee of the Board on request	• Provide accurate and timely information • Reporting is compliant with Animal Welfare Act • IER is compliant with the Code
Team work and relationships	• Provide administrative support to animal research meetings, forums & workshops • Contribute to team meetings & activities • Liaise effectively with AEC, reviewers, bioresources & Animal Welfare Officer • Contribute to research governance excellence initiatives across the Institute • Develop relationships with key internal & external stakeholders • Other projects and tasks as requested by management consistent with skills and available time	• Accurate and timely agenda, minutes and action lists • Stakeholder relationships managed positively

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work • Identify and assess workplace hazards and apply hazard controls • Report every workplace injury, illness or near miss, no matter how insignificant they seem • Abide by Telethon Kids Institute policies and procedures	• Responsibilities are embedded in work practices • Hazards are effectively managed or reported • Accidents and incidents are reported in a timely manner • All applicable safety policies and procedures are sought, understood and implemented

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification or equivalent knowledge and skills developed through professional experience
Essential Skills, Knowledge & Experience:	• Experience providing compliance and / or quality management services in highly regulated environment including ability to understand & provide advice on compliance with legislation, regulations and / or codes • Experience providing effective committee secretariat functions • Professional experience in a research, academic, medical, scientific or technical environment • Excellent attention to detail, prioritisation, time-management and organisation skills to meet multiple deadlines • High-level written and report writing skills • Proven communication & interpersonal skills (must be able to liaise, report & coordinate across various organisational levels) • Skilled user of Microsoft office suite (preferably including Access) and able to learn new IT systems • Strong customer focus and commitment to quality. • Ability to work as an effective member of a team, as well as independently with minimal supervision

Desirable CRITERIA

Desirable Qualifications:	Postgraduate qualifications in administration, quality management, research and/or other relevant certifications
Desirable Skills, Knowledge & Experience:	• Knowledge of Australian Code for the care and use of animals for scientific purposes 8th Edition (2013) • Experience with animal research, welfare and / or ethics • Experience writing SOPs in a research or technical environment • Experience driving development or modifications to network or cloud-based information management systems • Experience in a medical research institute and / or University • Professional experience designing, reviewing and / or delivering training programs

DIRECT REPORTS	N/A

Approved by:	Manager, Research Governance
Date approved:	24 April 2019
Reviewed by P&C:	26 April 2019