Role Description
Research Ethics Officer

Cluster	Planning, Industry & Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Research & Business Excellence / Chief Scientist's Branch
Location	Elizabeth Macarthur Agricultural Institute/Parramatta/Orange or other location by negotiation
Classification/Grade/Band	Professional Officer Grade 1-4
ANZSCO Code	234511
PCAT Code	1119192
Date of Approval	April 2020
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, Research & Business Excellence supports DPI's innovation and risk management goals by driving scientific excellence and strategy through our research institutes and stations and building strong scientific capability across DPI. The group also provides support and advice to drive business excellence across DPI through the Business Strategy and Performance team.

Primary purpose of the role

This role supports the Department of Primary Industries in ensuring compliance with research ethics obligations.

Key accountabilities

- Provide technical and executive support to the Department's animal ethics committees.
- Ensure the efficient operation of the Department's animal ethics committees by organising meetings, agendas, papers, minutes and follow-up actions as required.
- Interpret and communicate to stakeholders Departmental policy, legislation, and subordinate legislative instruments.
- Contribute to evaluation of the effectiveness of DPI's animal ethics committees.

- Provide broad support of DPI's animal ethics committees to ensure greater oversight and standardisation where possible of processes, practices and policies.
- Review research ethics applications and advise researchers on compliance and related issues.
- Enhance animal and human research ethics processes and systems across DPI.
- Comply with work standards for Policy Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

Key challenges

- Maintain current knowledge and understanding of relevant legislation and developments including published research in the field of animal ethics and welfare.
- Liaise with stakeholders to educate, ensure comprehension and ensure compliance with standards.
- Evaluate ways to improve efficiency of operation.

Key relationships

Who	Why
Internal	
Chair and members of the DPI's animal ethics committees	• Ensure excellence in the operation of the Committee, including meeting attendance, distribution of minutes, agendas and papers, and completion of actions.
Staff involved in the use of animals for research and teaching purposes in DPI and related organisations	• Ensure excellence in the treatment of animals used for research and teaching; • Provide advice on animal ethics code and legislative requirements, review applications and resolve issues with researchers; • Issue timely approvals for research projects, subject to approval of the relevant ethics committee and Chair.
DPI Animal Welfare Branch	• Lodging of documents, management of external audits and resolution of issues.
DPI management and executive	• Provide advice on risks to ensure timely solutions are provided; • Provide advice on organisational excellence in animal ethics; • Provide advice on establishing processes in human ethics.
Line Management: Team Leader Research Ethics, Manager Research Integrity & Data and Chief Scientist	• Provide advice to ensure excellence in the treatment of animal and human research participants, and to ensure obligations in animal and human ethics are met by the Department.
Animal Ethics Committee Support Officer	• Work closely with to ensure the efficient operation of relevant ethics committees.
External	
Research establishments that collaborate with DPI	• Ensure the delivery of obligations under formal agreements between accredited establishments sharing animal ethics committees; • Ensure appropriate communication with other accredited establishments' animal ethics committees where there is a collaborative project with DPI.
Researchers and establishments that	• Ensure the delivery of obligations under legislation for individual independent researchers, or small establishment using the

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Who	Why
utilise the Secretary's ACEC	Committee;
	• Ensure appropriate communication and accurate advice is given to users of the Committee;
	• Maintain DPI's reputation with external stakeholders.

Role dimensions

Decision making

• Manages a diverse range of DPI research ethics processes. • Writes policies and procedures, discussion papers, reviews and peer reviewed papers as required. • Refers to supervisor any decisions that require significant deviation from agreed outcomes or time frames; are likely to escalate or create substantial or contentious precedent; require a higher administrative or financial delegation, or submission to a higher level of management.

Reporting line

The Research Ethics Officer reports to the Team Leader Research Ethics.

Direct reports

Nil.

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation.

Essential requirements

- Degree qualifications in animal/veterinary science, biological science or related discipline
- Current driver's licence and ability and willingness to travel

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Adept**
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	**Adept**
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and

Group and Capability	Level	Behavioural Indicators
		• guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals

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		and initiate amendments where necessary
		• Evaluate progress and identify improvements to inform future projects

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