



## Position Description

<b>Position Title:</b> Research Ethics and Integrity Officer	<b>Classification:</b> Level 5
<b>Faculty/School/Office:</b> Office of Research Services	<b>Date Position Classified/Updated:</b> July 2025

### Purpose of the Position:

This position plays a vital role in supporting both the Deputy Provost Research and the Chair of Human Research Ethics Committee (HREC) with the coordination of research ethics and research integrity matters across the University. The position will assist in monitoring compliance with approved ethics protocols and research integrity frameworks to ensure compliance with legislative requirements and best practices in research governance through annual reports, regular audits and compliance verification, and will provide reports to meet both the University's external obligations and internal reporting requirements for research ethics and integrity matters.

The position is responsible for the administration of the full lifecycle of ethics applications - including submissions, approvals, amendments, as well as progress and final reports - while providing advice and support to staff and Higher Degree Research (HDR) students throughout the process. It also involves developing tools and resources to support the ethics administration process.

Additionally, this role will provide administrative coordination of reported research integrity matters, including logging and tracking incoming reports, organising documentation, scheduling and supporting meetings or inquiries, maintaining confidential records, and ensuring adherence to established policies and regulatory frameworks throughout the assessment and resolution process.

The Research Ethics and Integrity Officer provides secretariat support to various University Committees, including the Human Research Ethics Committee (HREC).

Key responsibilities also include coordinating and delivering of relevant training sessions, maintaining accurate records, engagement with the University research community, and generating reports as needed. The position will also be responsible for ensuring that content relating to research ethics and integrity remains current and relevant on both the University's website and intranet.

### Reporting Relationship:

This position reports directly to the Deputy Provost Research with direction from the Chair of Bond Human Research Ethics Committee (HREC) for ethics related matters.

### Selection Criteria:

- Possession of a tertiary qualification in a relevant area or demonstrated equivalent combination of relevant experience in a complex organisation and education/training.
- Experience, or training in, research ethics, research integrity and governance processes
- Demonstrated secretariat skills and experience, including timely, efficient and effective minute-taking and record-keeping.

- Proven ability to work effectively in a collaborative, team-based environment with a focus on mutual support and demonstrated flexibility to adapt to teams' needs and organisational priorities.
- Experience in developing and delivering training.
- Strong computing skills including database management, developing and updating web sites and other forms of electronic communication.
- Demonstrated integrity with respect to confidentiality and ability to multitask and prioritise workloads to meet deadlines
- Ability to build and maintain effective and high-value relationships

**Desirable Criteria:**

- Demonstrated knowledge of an Ethics system and workflow tools.
- Understanding of research contracts, intellectual property and data management.

Competency	Responsibility
<b>Operational and Administrative Support</b>	<ul style="list-style-type: none"> <li>• Provide high level support to the Chair of Bond HREC for ethics matters and the Deputy Provost Research for research integrity matters.</li> <li>• Review applications for administrative compliance prior to submission to the HREC and advise Chair of administrative matters.</li> <li>• Develop relevant procedure manuals in conjunction with other teams in the Research Services Office, the HDR Unit, and other key research stakeholders to ensure a consistent approach to decision- making and project approval and monitoring.</li> <li>• Develop and maintain a suite of templates, tools and resources for research ethics and integrity for use by staff and HDR students.</li> <li>• Provide advice to staff and students on research ethics policy and guidelines and assist in their preparation and submission of ethics applications.</li> <li>• Support the implementation and running of training programs.</li> <li>• Provide end to end administration of application approvals, modifications, progress and final reports. Including tracking progress of applications/approvals.</li> <li>• Effectively use systems to manage application workflow, record keeping and reporting for both research ethics and research integrity matters.</li> <li>• Identification of innovative solutions for streamlining processes and procedures.</li> <li>• Support capacity building of researchers with regard to research ethics and integrity matters.</li> <li>• Assistance with communications from team for internal audiences, including website and intranet updates.</li> <li>• As needed provide support to the Office of Research Services, Higher Degree Research Unit and the Office of the Provost teams.</li> </ul>
<b>Committee Support</b>	<ul style="list-style-type: none"> <li>• Provide secretariat to various University Committees, including Human Research Ethics Committee (HREC), Biosafety Committee and other committees as needed.</li> <li>• In consultation with the Committee Chairs, take primary responsibility for the administration of: <ul style="list-style-type: none"> <li>○ Committee composition and membership</li> <li>○ Preparation and distribution of meeting agenda and papers</li> <li>○ Meeting administration including venue, dates and notices</li> <li>○ Coordination of review of ethics applications</li> <li>○ Minute taking at Committee meetings</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that members and support staff are trained and operate in accordance with legislative and other external and internal requirements.</li> </ul>
<b>Systems and Website</b>	<ul style="list-style-type: none"> <li>• Continually monitor, review and update website and intranet to ensure key information, policies and legislation is correct.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Collection and provision of data for reporting application numbers and turnaround times etc. and for internal and external reporting obligations and other University reporting requirements.</li> <li>• Contribution to and administration of regulatory requirements and reporting.</li> <li>• Support auditing and monitoring of approved applications.</li> <li>• Coordination and delivery of various researcher training modules, including record keeping and issuing of certificates.</li> <li>• Support the reporting of research integrity matters to appropriate internal and external committees and stakeholders.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.