**POSITION DESCRIPTION**

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| **Position Title:** | Animal Ethics Executive Officer |
| **Cluster / Business Unit / Division** | Chief Operating Officer Group |
| **Section or Unit:** |  |
| **Classification:** | Band 6 |
| **Position Description Number:** | PD-2169 |
| **Work Contract Type:** | Professional |
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**POSITION PURPOSE**

The Animal Ethics Executive Officer will coordinate and support the operation of the ANSTO Animal Care and Ethics Committee (ACEC) and the Australian Synchrotron Animal Ethics Committee (AS-AEC). The Animal Ethics Executive Officer will also provide advice to key stakeholders on all matters pertaining to animal ethics at ANSTO.

**ORGANISATIONAL ENVIRONMENT**

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO’s Animal Ethics Committees are responsible for ensuring that all activities relating to the care and use of animals at ANSTO are in accordance with the legislation, Australian Code and licence requirements.

**ACCOUNTABILITIES & RESPONSIBILITIES**

**Key Accountabilities**

* Manage the relationship between ANSTO and its regulators for animal research activities in NSW and VIC.
* Manage all operational aspects of the ACEC and AS-AEC including co-ordination of meetings and managing and tracking actions and outcomes. Manage and maintain relevant documentation, websites and forms that support AEC operations.
* Stakeholder engagement through effective communication with researchers, Vivarium Facility staff, committee members and the institute to provide advice on animal ethics matters.
* Work closely with the AEC Chairperson and members to review ethics submissions and ensure outcomes and effective feedback are communicated to researchers to progress high quality research in an ethically responsible manner.
* Manage stakeholder feedback; identify areas for improvement and track actions and outcomes.
* Manage regulatory compliance by maintaining accurate and comprehensive records of animal ethics submissions in accordance with the legislation and ANSTO’s policies.
* Manage auditing activities for the AECs including preparation of documentation and follow-up and coordination of actions and outcomes.
* Manage licencing renewals and other administrative tasks related to ANSTO’s animal use licences.
* Maintain currency in the knowledge of relevant regulatory requirements and guidelines relating to animal ethics. Assist with monitoring animal ethics–related compliance requirements and records to ensure research activities are undertaken in accordance with legislation.
* Interpret and accurately apply general principles, institutional policies, legislation and regulatory requirements to individual matters.
* Prepare high quality reports (internal and external) on the Committee’s functions and operations
* Promote an awareness of ethical issues relating to the conduct of research by providing information and support to researchers including ethical considerations in the conduct of research.
* Provide advice, based on a sound understanding of the relevant ethics policies and guidelines to researchers on the preparation and submission of animal ethics applications, amendments and reports in alignment with regulatory requirements and ANSTO policies.
* Undertake additional duties as required and during period of leave of other staff.

**Decision Making**

* The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives including deciding on methods and approaches
* The position will offer advice to stakeholders in the first instance, if necessary will refer to the AEC Chairperson for more complex issues
* Determine key work priorities within the framework of the meeting cycles
* The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced)

**Key Challenges**

* Dealing with researchers, internal and external committee members and Chairperson(s) providing high level assistance while ensuring the effective operation of the ACEC and AS-AEC
* Be able to provide complex and accurate advice to researchers, and to manage the number of applications, negotiate closing dates, prepare correspondence and interpret committee advice to researchers
* Be responsive to the operating constraints of the ACEC and AS-AEC, including deadlines, number of applications, and availability of members whilst recognising the strain that researchers may be under as ethics approval may be necessary for access to funding, completion of student research degrees, or experimental scheduling
* Continually reviewing and reorganising work plans and activities to manage conflicting priorities.
* Maintaining an up-to-date understanding of the various regulatory framework and guidelines applicable to the care and use of animals in research
* Developing and maintaining a relationship with external AECs who collaborate with ANSTO

**KEY RELATIONSHIPS**

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| **Who** | **Purpose** |
| **Internal** |  |
| ACEC and AS-AEC Chairperson | * Obtain approvals pertaining to AEC submissions * Receive guidance and direction * Provide and receive expert and evidence based advice * Report on issues * Recommend and gain endorsement for plans, goals and other initiatives |
| Vivarium Facility Manager/IMBL Animal Facility Manager | * Provide expert advice and analysis on a full range of matters * Provide copies of all approvals * Collaborate and manage matters relating to compliance * Coordinate inspections of animal holding facilities * Report on issues |
| ANSTO Researchers/Animal users | * Provide expert advice and analysis on a full range of matters * Provide feedback and outcomes on AEC submissions * Report on issues * Follow-up actions relating to animal ethics |
| CEO Delegate for the ACEC (Lucas Heights) | * Manage matters relating to compliance * Obtain approvals pertaining to AEC matters * Report on issues * Obtain budget approval * Provide mandatory reports |
| Licence Nominee (Australian Synchrotron) | * Report on issues * Manage matters relating to compliance * Provide mandatory reports |
| Internal AEC members | * Obtain outcomes pertaining to AEC submissions |
| **External** |  |
| NSW Department of Primary Industries | * Report on issues * Obtain licence in accordance with NSW Regulations * Provide mandatory reports * Coordinate mandatory audits |
| Animal Welfare Victoria | * Report on issues * Obtain licence in accordance with VIC Regulations * Provide mandatory reports * Coordinate mandatory audits |
| External AEC members | * Obtain outcomes pertaining to AEC submissions |
| External Animal Ethics Committees | * Collaborate and manage AEC approvals between institutes * Collaborate and develop agreements between institutes * Report on animal ethics issues * Report on compliance issues |
| External researchers/Animal users | * Provide expert advice and analysis on a full range of matters * Provide feedback and outcomes on AEC submissions * Report on issues * Follow-up actions relating to animal ethics |

**POSITION DIMENSIONS**

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| **Staff Data** |
| |  |  | | --- | --- | | Reporting Line | Reports to the Chair ACEC/AS-AEC | | Direct Reports | Nil | | Indirect Reports | ACEC and AS-AEC Committee Members | |

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| **Special / Physical Requirements** | |
| Location: | Lucas Heights or Clayton  Working in different areas of designated site/campus as needed |
| Travel: | Frequent travel to ANSTO sites within Australia |
| Physical: | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) |
| Radiation areas: | May be required to work in radiation areas under tightly regulated conditions |
| Hours: | Willingness to work extended and varied hours based on operational requirements |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements |

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| **Workplace Health & Safety** | |
| Specific role/s as specified in [AG-2362](http://cdn.ansto.gov.au/acs/ACS060446/LatestReleased/Web) of the ANSTO WHS Management System | All Workers |
| Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties |

**ORGANISATIONAL CHART**

As per published org chart

**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Postgraduate qualifications in Science (Biology)
2. Demonstrated experience with animal research, animal welfare and animal ethics
3. Experience and demonstrated achievement in committee servicing and support
4. Demonstrated experience in writing accurate and concise minutes; preparing careful responses reflecting committee decisions on complex issues; preparing advisory notes; dealing with a wide range of people and conveying complex and confidential information in a sensitive yet clear manner
5. Experience in providing high level advice to stakeholders, involving the ability to interpret policies and regulatory requirements
6. Experience in providing compliance and/or quality management services in a highly regulated environment
7. Knowledge of the Australian Code for the Care and Use of Animals for Scientific Purposes and relevant state legislation
8. The ability to recognise possible points of concern or contention, and to assess how these can be most effectively handled, including the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues
9. Ability to prioritise and carry out a diverse range of competing tasks to a high standard
10. Ability to work under pressure and to tight deadlines in a dynamic environment
11. Ability to work effectively as part of a team, as well as independently with minimal supervision
12. Well-developed oral and written communication skills and careful attention to detail

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

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| **Line Manager** | | **Delegated Authority** | |
| Name: | Sara Haslinger | Name: |  |
| Title: | GM – Governance & Compliance | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |