

**Human Research Ethics Committee (HREC) Officer****Role purpose**

Bellberry delivers high quality, timely, professional HREC services. The Operations team supports the submission of applications and the delivery of research. The Operations function ensures that Bellberry HRECs can deliver high quality, timely, and consistent research reviews that meet all relevant accreditation requirements. The HREC Officer will work with the Team Leaders and Operations Manager to deliver on the activities required of the function.

**Reporting to**

Team Leader.

**Objectives**

The objectives of this role are to:

- Provide a high level of support to the Bellberry Human Research Ethics Committee and be responsible for the administration of human research applications utilising the online submission system.
- Administer submissions to the Human Research Ethics Committees (HRECs).
- Provide administrative support for the preparation and conduct of HREC meetings.
- Provide client and HREC member support for submission activities throughout the functions of the Operations team.
- Participate and contribute to improvement activities across the organisation, and in conjunction with user groups.
- Engage customers in a professional, trusting and collaborative manner which enhances and promotes Bellberry's reputation.
- Support and assist the Team Leader and Operations Manager as appropriate with activities associated with the Bellberry HRECs.
- Provide exemplary administrative support to the HREC Chair.

## Key accountabilities

The key accountabilities of this role are:

## Accountabilities

Key accountabilities	Output/measures
Administrative Support:	<ul style="list-style-type: none"> <li>Administering submissions to the HREC.</li> <li>Administering HREC meetings, including preparation of agendas, minutes and providing secretariat support at the meeting.</li> <li>Follow procedures and work instructions to ensure quality and consistency in the administration of reviews.</li> <li>Ensuring all communication and submission data is recorded accurately in the relevant databases.</li> <li>Assist and support the team with any duties as required.</li> </ul>
Support Services:	<ul style="list-style-type: none"> <li>Liaise with clients and respond to queries including escalation of matters as required.</li> <li>Work with the HREC Chairs in processing the review of applications.</li> <li>Liaise with HREC members, responding to queries, following up on reviews to meet timelines, escalating as required.</li> <li>Administer emails and provide phone support related to submissions.</li> <li>Provide advice and support to users when preparing applications, providing guidance of Bellberry procedures, processes, policies and forms.</li> <li>Ensuring all enquiries are answered expeditiously and accurately.</li> </ul>
Contribute to continuous improvement:	<ul style="list-style-type: none"> <li>Support a culture of excellence that seeks opportunity to continually review and improve Bellberry processes.</li> <li>Support a learning culture sharing expertise, knowledge and skill with others.</li> </ul>
Ensure a safe working environment:	<ul style="list-style-type: none"> <li>Adopting procedures and practices which comply with the Work Health and Safety Act.</li> <li>Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>Taking reasonable care to protect the health and safety of self and others.</li> <li>Ensuring that all accidents and incidents are reported.</li> <li>Attending training programs to maintain knowledge and awareness of Work Health and Safety practices, as appropriate.</li> </ul>
Adherence to Bellberry operating procedures and policies, and	<ul style="list-style-type: none"> <li>NHMRC National Statement on Ethical Conduct in Human Research 2007 and any updates</li> </ul>

**Internal - Administration**

**HREC Officer Position Description**

relevant legislative requirements including:	<ul style="list-style-type: none"> <li>SA Work Health and Safety Act 2012</li> <li>Clerks Private Sector Award 2020</li> </ul>
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**Essential and desirable knowledge, skills, experience and qualifications**

<b>Knowledge, skills, experience and qualifications</b>	<b>Essential or desirable</b>
Excellent interpersonal skills, verbal & written communication skills.	Essential
Excellent attention to detail with demonstrated ability to work with a high level of accuracy and deadlines.	Essential
Well-developed computer skills, particularly Microsoft Office suite, managing and filing electronic documentation.	Essential
Proven ability to act with integrity and confidentiality on sensitive organisational matters.	Essential
Strong problem solving skills and the ability to use initiative and exercise sound judgement, and the ability to prioritise workload.	Essential
Demonstrated experience working with Human Research Ethics Committees.	Desirable
Knowledge and experience of Bellberry processes.	Desirable
Experience in the use of data management systems.	Desirable
Ability to work as part of a diverse team in a shared working environment.	Desirable

**Key stakeholder relationships**

- Team Leaders, Operations Manager & HREC Officers.
- Bellberry Human Research Ethics Committee Chairs and members.
- Researchers and site staff.
- Support staff across Bellberry.

**Special conditions**

- Flexible hours and some after hours as required, particularly Wednesday evenings.
- Roster requires some meeting nights, must commence and finish work later (e.g. 2pm – 10pm).
- Some intra and interstate travel may be possible.
- Leave must be taken to cover organisational shutdown period over Christmas/New Year.