

Position Description

HR F.1.1.16

Human Research Ethics Committee (HREC) Coordinator

The Operations Team facilitates and supports the submission of applications to Bellberry's HREC. The Operations function ensures that Bellberry HRECs can deliver high quality, timely, and consistence research reviews that robustly meet all relevant accreditation requirements.

Role Purpose

The HREC Coordinator provides administrative and business support to the Bellberry Human Research Ethics Team Leaders (HREC) and Operations Manager ensuring the efficient and timely coordination of the team activities and processing of ethics applications.

Reporting to:

Operations Manager

Objectives

The objectives of this role are to:

- Coordinate and support the efficient day to day activities of the Operations team.
- Coordinate and process the workflow of new submissions in preparation for triage and agenda process.
- Provide and coordinate advice and support to study site staff, investigators, and committee members on policies, procedures and study applications.
- Engage customers in a professional, trusting and collaborative manner which enhances and promotes Bellberry's reputation.
- Manage the Registration of new clients and support their introduction to the application process through the on line submission system eProtocol.
- Actively participate in and contribute to new guides and procedures for HREC Operations and recommend process improvements to Team Leaders.
- Provide administrative assistance to the HREC Operations team.

Key Accountabilities

The key accountabilities of this role are:

Key Accountabilities	Output/Measures
Coordinate the day to day activities of the team	<ul style="list-style-type: none"> • Coordinating and undertaking activities across the teams, working closely with HREC Administrators, Team Leaders, IT, finance officer, and the committee member teams. • Identifying study and process issues which require escalation for action. • Monitoring ethics submissions and auditing applications that are in preparation and taking action as identified. • Scheduling and coordinating the HREC Administrator roster in collaboration with the Team Leaders. • Coordinating and administering new, expiring and in preparation submissions. • Maintaining the Register of Research Projects and ensuring details are always up to date. • Maintaining all Committee working records, including inactive records held in the archives and those held in electronic form. • Coordinating and distributing confidential information under the direction of the Team Leaders, Operations Manager and Chairs as required. • Coordinating the registration of new users to eProtocol and providing support required to those users. • Undertaking research and preparing reports as required. • Answering phone and email enquiries, providing help desk support and coordinating email allocation and responses as required. • Managing application fees for invoicing. • Support desktop audits of studies and study reports as needed. • Providing cover for HREC Administrator functions as required. • Undertaking specific duties as allocated by the Operations Manager.

Key Accountabilities	Output/Measures
Business Support	<ul style="list-style-type: none"> • Providing support as required: <ul style="list-style-type: none"> - Booking meetings and arranging catering. - Booking travel and conferences. - Actioning incident management notifications within mandated timeframes. - Managing the HREC Outlook mailbox. - Preparing the agenda and completing minute taking for the HREC services meeting tasks. - Processing fees for submissions in preparation for invoicing.
Ensure a safe working environment by:	<ul style="list-style-type: none"> • Adopting procedures and practices which comply with the Work Health and Safety Act. • Taking reasonable care to protect the health and safety of self and others. • Ensuring that all accidents and incidents are reported. • Attending training programs to maintain knowledge and awareness of Work Health and Safety practices, as appropriate.
Providing customer service by:	<ul style="list-style-type: none"> • Developing and maintaining sound working relationships with all stakeholders. • Actioning customer requests in a timely and efficient manner. • Ensuring relevant issues are communicated in an effective manner to the team.
Adherence to Bellberry operating procedures and policies, and relevant legislative requirements including:	<ul style="list-style-type: none"> • NHMRC National Statement on Ethical Conduct in Human Research 2007 and any updates. • SA Work Health and Safety Act 2012. • Clerks Private Sector Award 2010.

Knowledge, Skills & Experience

Foundation knowledge, skills, experience & qualifications	Essential or Desirable
Demonstrated experience in office administration	Essential
Excellent attention to detail with demonstrated ability to work with a high level of accuracy	Essential
Advanced 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
Excellent interpersonal skills, verbal & written communication skills	Essential
Strong problems solving skills, the ability to use initiative and exercises sound judgement, and the ability to prioritise workload during busy periods	Essential
Ability to work as part of a diverse team in a shared working environment	Essential
Knowledge of ethics processes and applications	Desirable
Experience in the use of data management systems	Desirable
Experience with the administration of, or working with Human Research Ethics Committees	Desirable

Key Stakeholder Relationships

HREC Administrators

Bellberry Human Research Ethics Committees

External Stakeholders

Staff across Bellberry

Special Conditions

- Flexible hours and some after hours as required, particularly Wednesday evenings.
- Requires on some meeting nights must commence and finish work later e.g. 2pm – 10pm.
- Some intra and interstate travel.
- Leave must be taken to cover a company nominated shutdown period over Christmas/New Year during the closing period over Christmas.