



Bellberry Limited supporting research and ethics

POSITION DESCRIPTION & JOB SPECIFICATION Committee Secretary

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| Position Groups | Bellberry Human Research Ethics Committee | Location Site | 129 Glen Osmond Rd Eastwood SA 5063 |
| Position Title | Committee Secretary | | |
| Reports To | 1. Operations Manager 2. Chair, Bellberry Human Research Ethics Committee | | |
| Employment Conditions | Clerks Private Sector Award 2010 | Date issued | Mar 2017 |

Total Job Specification Approval

Acknowledgement by Occupant

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Bellberry Chief Executive

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1. PURPOSE OF THE POSITION

Provide high level support to the Bellberry Human Research Ethics Committees, and be responsible for the administration of human research applications utilising the eProtocol on line system.

Coordinate Committee meetings, agendas, minutes and associated documentation.

Collaborate with and assist researchers across Australia in research applications and ongoing communications.

Administer Bellberry Human Research Ethics Committee correspondence.

Provide support to, and work in conjunction with, the Operations Manager.

Manage and update the Bellberry Human Research Ethics Committees databases.

2.0 REPORTING/ WORKING RELATIONSHIPS

The position is a link between the Bellberry Human Research Committees, Bellberry Limited and the Australian Research Community.

Report to the Operations Manager and the Chairpersons of Bellberry Human Research Ethics Committees.

3.0 SPECIAL CONDITIONS

- Some flexibility of hours of work is required. Must commence and finish work at a later time on meeting nights e.g. 2pm – 10pm.
- An annual performance appraisal will be conducted.
- Coordinate annual leave with the Operations Manager – leave must be taken during the closing period over Christmas.

4.0 KEY AREAS OF RESPONSIBILITY

| Key Area of Responsibility and Activities |
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| 4.1 Ensure the day to day operational requirements for the Bellberry HRECs are achieved |
| Understanding the eProtocol online system |
| Preparing and issuing the agenda, ensuring the agenda is posted at least 12 days prior to the meeting |
| Attending meetings, recording relevant comments during the meeting, and drafting minutes within 24 hours of the meeting |
| Initiating actions arising from the minutes by corresponding with relevant committee members and clients. |
| Alert the Operations Manager when Committee Members have not responded within 48 hour time frame |
| Coordinating correspondence between the HREC and Investigators, CROs and study contacts including via email and eProtocol |
| Initiating actions arising from the minutes by corresponding with relevant committee members and clients. Alert the Operations Manager when Committee Members have not responded within 48 hour time frame |
| Liaising with the Chair and Committee Manager as required, regarding committee meetings, agenda and correspondence |
| Ensuring all communications are recorded accurately in the relevant databases, including the online submission database, eProtocol |

| Key Area of Responsibility and Activities |
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| Providing advice and support to Investigators, CROs and study contacts on preparing ethics applications, and Bellberry procedures, processes, policies and forms. Ensuring all enquiries are answered expeditiously and accurately |
| Providing management of all open studies including the follow up of annual reports and other ongoing reporting requirements |
| Maintaining the Register of Research Projects and ensuring details are up to date at all times |
| Maintaining all Committee working records, including inactive records held in the archives and those held in electronic form in conjunction with the Executive Assistant |
| Answering queries on behalf of the committee in order to provide information and advice of a non-medical nature to people who wish to speak with someone not involved with the research project and/ or refer when necessary to the Operations Manager, Chair or Chief Executive. Record any details relating to complaints as they arise and refer to the Operations Manager |
| Coordinating and distributing confidential information under the direction of the Operations Manager and Chairs |
| Assisting in providing invoicing information to the book keeper as necessary. |
| Undertake specific duties as allocated by the Operations Manager such as invoicing, new registrations, help desk and email functions |
| Other duties as directed by the Operations Manager |
| 4.2 Ensure a safe working environment at all times by: |
| Adopting procedures and practices which comply with the Work Health and Safety Act |
| Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position) |
| 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 |
| 4.3 Adhere 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 |

PERSON SPECIFICATION - ESSENTIAL REQUIREMENTS

1. PERSONAL SKILLS/ABILITIES/APTITUDES

- Ability to quickly learn and effectively work with a unique submission database.
- High level organisational and time management skills including the ability to multi-task, prioritise and meet deadlines and tight timeframes.
- Demonstrated document preparation skills ensuring detail and accuracy.
- Excellent interpersonal and communication skills, both written and oral.
- Ability to be self-directed and work independently.
- A high level of attention to detail.
- A high degree of initiative and decision making ability to assess and resolve issues on a day to day basis.
- Ability to be an effective member of a small team environment.
- Ability to use judgement, initiative and common sense whilst performing duties.

2. EXPERIENCE

- A minimum of 3 years administrative experience.
- Experience in office management and general office administration.
- Excellent computer skills

3. KNOWLEDGE

- Various software applications including but not limited to Word, Excel.

PERSON SPECIFICATION – DESIRABLE REQUIREMENTS

1. EXPERIENCE

- Experience in assisting with research programs including formatting research proposals or working with research groups.
- Experience with the administration of/ work with Human Research Ethics Committees.

2. KNOWLEDGE

- Knowledge of Human Research and Ethics committee functions.
- Knowledge of, and understanding of, NHMRC and its guidelines, including the National Statement on Ethical Conduct in Human Research 2007 including any updates.
- Knowledge of relevant legislative and regulatory requirements of the workplace.
- Knowledge of research processes and applications.