

## Position Description

HR F.1.1.15

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### Human Research Ethics Committee (HREC) Administrator

*The Bellberry Operations Team delivers high quality, timely, professional HREC services. The Operations team will support 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 robustly meet all relevant accreditation requirements.*

#### Role Purpose

The HREC Administrator 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 Committees, 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 HREC submissions 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 professional support to their allocated HREC Chair.

## Key Accountabilities

The key accountabilities of this role are:

Key Accountabilities	Output/Measures
Administrative Support	<ul style="list-style-type: none"> <li>• Administering submissions to the HREC.</li> <li>• Administering HREC meetings, including preparing agendas, minutes and providing secretariat support at the meeting.</li> <li>• Ensuring all communications and submission data is recorded accurately in the relevant databases.</li> <li>• Assist and support the team with any duties when required.</li> </ul>
Support Services	<ul style="list-style-type: none"> <li>• Liaising with clients and responding to queries and escalating issues as required.</li> <li>• Working with the HREC Chairs in processing the review of applications.</li> <li>• Liaising with HREC members, responding to queries, following up on reviews to meet timelines and escalating as required.</li> <li>• Administering emails and providing phone support related to the submissions.</li> <li>• Providing advice and support to users preparing applications, and Bellberry procedures, processes, policies and forms.</li> <li>• Ensuring all enquiries are answered expeditiously and accurately.</li> </ul>
Contribute to continuous improvement by:	<ul style="list-style-type: none"> <li>• Supporting a culture of excellence that seeks opportunities to improve our ways of working.</li> <li>• Contributing to the continuous improvement programme, and associated projects.</li> <li>• Working closely with management and employees in identifying opportunities for improvement.</li> <li>• Supporting a learning culture and willing to share expertise, knowledge and skill with others.</li> </ul>
Ensure a safe working environment by:	<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 relevant legislative requirements including:	<ul style="list-style-type: none"> <li>• NHMRC National Statement on Ethical Conduct in Human Research 2007 and any updates</li> <li>• SA Work Health and Safety Act 2012</li> <li>• Clerks Private Sector Award 2010</li> </ul>

## Knowledge, Skills & Experience

Foundation knowledge, skills, experience & qualifications	Essential or Desirable
Demonstrated experience with the administration of or work with Human Research Ethics Committees.	Essential
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 problems solving skills and the ability to use initiative and exercises sound judgement, and the ability to prioritise workload during busy periods.	Essential
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 Administrators

Bellberry Human Research Ethics Committees

External Stakeholders

Support staff across Bellberry

## Special Conditions

- Flexible hours and some after hours as required, particularly Wednesday evenings.
- Roster requires on 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 a company nominated shutdown period over Christmas/New Year during the closing period over Christmas.