**Team Leader**

**Role Purpose**

The Bellberry Operations team 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 robustly meet all relevant accreditation requirements.

The Team Leader will provide efficient and effective scientific and process advice to all users of Bellberry services, conducting preliminary reviews, and developing and implementing new methods and technology within the HREC area to exceed customer requirements and quality standards. The Team Leader provides effective management, support and direction to a team of HREC Officers.

**Reporting to**

Research Manager.

**Objectives**

The objectives of this role are to:

* Manage and provide oversight of the operations of the Bellberry Human Research Ethics Committees. Proactively manage consistency between Committees within the group, and collaboratively across groups.
* Manage, support and provide direction to a team of HREC Officers.
* Manage internal and external queries.
* Manage and conduct submission triage and member allocation for HREC meetings in conjunction with other Team Leaders, Research Manager and Member Manager.
* Provide oversight and monitoring of research studies under HREC review.
* Ensure drug, device, research, regulatory and policy developments in the research sector are incorporated into Bellberry’s policies and reports.
* Maintain a high level of service excellence and seek opportunities to further improve services in line with our mission of improving the efficiency, effectiveness and quality of research.
* Ensure the integrity of analytical data generated, by adhering to defined protocols for result verification, data entry on eProtocol and registers, and approval of applications.

**Key accountabilities**

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| **Key accountabilities** | **Output/measures** |
| Team Leadership | * Managing and providing oversight of Bellberry Human Research Ethics Committees.
* Leading and managing a team of HREC Officers.
* Providing guidance, advice and support to the HREC Officers where escalation of scientific, submission and process issues is required.
* Delivering team training and development as required.
* Responding to third level complex and diverse internal and external enquiries using expertise and judgement to analyse and solve problems and provide informed advice and support to HREC Officers and HRECs.
* Providing advice and assistance to the Research Manager and Leadership Team.
* Working with the Research Manager to ensure that the HRECs are appropriately resourced and supported.
* Assisting in the support of new user registrations and invoicing as required.
* Ensuring researcher profile documentation is reviewed and that regular searches are conducted to validate researcher profiles, potential conflicts of interest etc.
* Provide effective escalation as agreed with the Research Manager.
* Ensuring the Research Manager (and others as appropriate) are informed of any study issues and internal and external developments that relate to, or impact on, our studies or processes.
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| Committee Functions | * Managing and conducting meeting preparation relating to submission triage, committee member allocation and client submission support.
* Reviewing new studies to ensure applications are complete for HREC review.
* Working with the Committee member team to identify and allocate appropriate HREC members for meetings, ensuring the relevant expertise for submissions, and where necessary making recommendations for expert review.
* Attending HREC meetings to facilitate and guide consistency and identify policy issues.
* Having oversight of research study submissions under HREC review, monitoring timelines and study related issues to maintain quality, consistency and timeliness of reviews.
* Attending other relevant meetings as required to support committee processes.
* Ensure that work practices are consistent with the requirements of *NHMRC National Statement on Ethical Conduct in Human Research (2023)*.
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| Relationship and scientific support functions | * Building relationships with researchers, site staff, sponsors and users, or potential users of Bellberry services, in the management and support of submissions, scientific issues, policies and Bellberry processes.
* Addressing scientific, policy and process queries for investigators, site staff and sponsors.
* Researching information regarding drugs and devices submitted to determine any restrictions, dangers or other relevant information for the committees or ongoing oversight of studies.
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| Contribute to continuous improvement by: | * Actively participating in, and contributing to, identifying, assessing and recommending process improvements and developing new guidance and procedures.
* Contributing to ensuring appropriate policies and procedures are in place to assist with all office and committee functions.
* Monitoring relevant regulatory and policy developments to ensure changes are incorporated into HREC policies and procedures.
* Preparing reports as required by the Research Manager and Leadership Team.
* Supporting the management of change to ensure the ongoing provision of a high-level service.
* Maintaining current knowledge of contemporary trends and developments in research ethics and governance of research and recommend their application to the Bellberry HREC’s where appropriate.
* Contributing to the quality system in place and regular audit of internal processes.
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| Ensure a safe working environment 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.
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| Providing customer service by: | * Developing and maintaining sound working relationships with all stakeholders.
* Actioning customer requests in a timely and efficient manner and ensuring HREC Officers within the team are actioning requests in a timely and efficient manner.
* Ensuring relevant issues are communicated in an effective manner to the team.
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| Adherence to Bellberry operating procedures and policies, and relevant legislative requirements including: | * Ensuring that Bellberry HREC’s policies and practices and decisions are consistent with all relevant State and Commonwealth Acts, Regulations, Codes, policies and standards.
* NHMRC National Statement on Ethical Conduct in Human Research (2023).
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**Knowledge, skills, experience and qualifications**

The essential and desirable knowledge, skills, experience and qualifications of this role are:

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| **Knowledge, skills, experience and qualifications** | **Essential or desirable** |
| Tertiary qualifications (Science, Health or Quality Management). | Essential |
| Demonstrated track record in effectively and efficiently prioritising tasks, and highly effective time management to meet deadlines. | Essential |
| Excellent oral and written communication skills and ability to effectively transfer technical information to other stakeholders. | Essential |
| Experience in the use of PCs and software particularly Excel and Word. | Essential |
| Experience with the administration of, working with or understanding of Human Research Ethics Committees. | Essential |
| Knowledge and experience of Bellberry processes. | Desirable |
| Demonstrated experience leading a team. | Desirable |
| Ability to work as part of a diverse team in a shared working environment. | Desirable |
| Technical understanding of drug development processes. | Desirable |

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| **Bellberry Values** |  |
| **Making a difference** | We support and improve quality human research in Australia through our services and philanthropic endeavours. We do this by continually setting benchmarks, acting prudently and being purposeful in our decision-making. |
| **Working together with integrity and respect** | We are a community of members and staff working together with our clients in a caring, collaborative, and supportive way with the common goal of protecting and improving research participant welfare and autonomy. We do this by being warm and welcoming, actively listening, building connections, trust and understanding, being honest and fair, providing a safe environment, valuing the diversity and perspective of every individual, and acknowledging contributions. |
| **Professional and responsive** | We strive for quality and excellence in all that we do, to be rigorous, transparent and to take responsibility for our actions. We do this by being knowledgeable, responsive, reliable, consistent yet adaptable, using good judgement and displaying a positive attitude. |
| **Future looking and forward thinking** | We are independent, unbiased, innovative, and courageous, seeking to influence change and continually drive improvement across the research sector. We do this by being proactive, open to new ideas, asking challenging questions, pushing boundaries, having a thirst for knowledge and being proud to make a difference. |

**Key stakeholder relationships**

* HREC Officers.
* Research Manager and Bellberry Leadership Team.
* 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.
* Leave must be taken to cover a company nominated shutdown period over Christmas/New Year during the closing period over Christmas.