

Position Title	Animal Ethics Coordinator
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 8
Position Number	00050555
Reports To	Senior Manager, Research Ethics, Integrity and Governance
Employment Type	Full time

1.0 Position Purpose

The Animal Ethics Coordinator provides executive and secretariat support to the University's Animal Ethics Committee (AEC). The Animal Ethics Coordinator is responsible for the provision of advice, training and support to researchers, the Griffith University AEC, other University stakeholders and the executive to support a culture of ethical animal research. The position oversees the day-to-day operations of the AEC by advising researchers and committee members on all matters pertaining to ethical review of animal research. The Animal Ethics Coordinator supports the business activities of the AEC by maintaining a corporate archive of all animal ethics related activities and decisions, providing relevant updates to the Committee on emerging issues, and liaising with internal stakeholders and government agencies.

The position works closely with the Animal Ethics Committee Chair, Senior Manager, Research Ethics, Integrity and Governance, Manager, Biosciences Resources Facility and Consultant Veterinarians to meet the University's statutory and ethical obligations under the Animal Care and Protection Act 2001 (QLD), the Australian Code for the Care and Use of Animals for Scientific Purposes (2013, updated 2021), and other relevant regulations and guidelines.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications (preferably at postgraduate level) and have subsequent relevant experience or an equivalent combination of relevant skills, knowledge and/or training/education in the use of animals for scientific purposes.

3.0 Key Responsibilities

- Delivery of clear, accurate advice to researchers, AEC members, senior University officers, and administrative staff on the University's policies and procedures and relevant legislation and guidelines that govern the use of animals for scientific purposes.
- Provide executive and secretariat support to the AEC. As part of the Research Ethics Integrity and Governance team, this role provides support from time to time to other areas including the Human Research Ethics Committee.

- Administer the University's online animal ethics review and approval processes on behalf of the AEC; effective documentation of all information relating to AEC decisions concerning applications for approval.
- Ensure effective processes are in place for post-approval monitoring of approved projects.
- Develop and deliver training programs, materials and support tools to support ethical conduct of research with animals, including online programs, workshops and resources appropriate for academic staff, HDR students and ethics committee members.
- Assist in the maintenance and development of University Policies, procedures and processes to support compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes.
- Liaise with relevant government departments and agencies (e.g. Qld Department of Agriculture and Fisheries (DAF), National Health and Medical Research Council (NHMRC), participate in relevant local and national animal ethics networks, and coordinate mandatory internal and external animal ethics reporting.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the Ethics, Integrity and Governance team.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).