

Position Title	Ethics Administration Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 5
Position Number	00064125
Reports To	Senior Manager, Ethics, Integrity and Governance
Employment Type	Fixed Term

1.0 Position Purpose

The Ethics Administration Officer is a member of the Ethics, Integrity and Governance team within the Office for Research. Under general direction, this position provides administrative and operational coordination to support the delivery of the activities of the team, contributing to efficient service delivery across human research ethics, animal ethics and research governance functions.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications or an equivalent combination of relevant experience, and/or training/education.

3.0 Key Responsibilities

- Provide administrative and operational coordination across the team's activities, ensuring efficient service delivery during peak review periods and coordinating committee processes to ensure timelines and requirements are met.
- Provide advice and guidance at the client service interface between the research community and the ethics team, including assessing and triaging enquiries, determining appropriate actions or escalations, and providing system support for the ethics management system.
- Coordinate ethics submission workflows within the research management system, including assessing submissions, determining appropriate routing to reviewers, panels and committees, and monitoring progress to ensure timely and compliant outcomes.
- Contribute to the development and maintenance of ethics, integrity and governance resources, including online training content, website resources and knowledge articles.
- Prepare and maintain reporting outputs using research management systems and digital tools, ensuring data integrity and contributing to the analysis and presentation of information to support team planning and decision-making.

- Assist in the coordination and implementation of ethics, integrity and governance-related projects and initiatives, including tracking progress, preparing reports and liaising with researchers and internal stakeholders to support delivery of outcomes.
- 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 work unit.
- Lead and promote 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](#).