

# POSITION DESCRIPTION



<b>Position</b>	Head of Ethics and Integrity
<b>Level/Classification</b>	H1010
<b>Reports to</b>	Director Research and Innovation
<b>Unit</b>	Research and Innovation
<b>Directorate</b>	Research and Innovation Office
<b>Positions Supervised</b>	4

## Position Purpose

The Head of Ethics and Integrity at Murdoch University will be responsible for providing support, effective management, and strategic direction for the delivery of good research governance and integrity. This role ensures institutional oversight of human research ethics, animal ethics, and governance activities. Additionally, the role plays a key part in the management of research integrity investigations. As the landscape of research governance continues to evolve, this position will be instrumental in adapting and implementing best practices to maintain the highest standards of ethical conduct and compliance.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

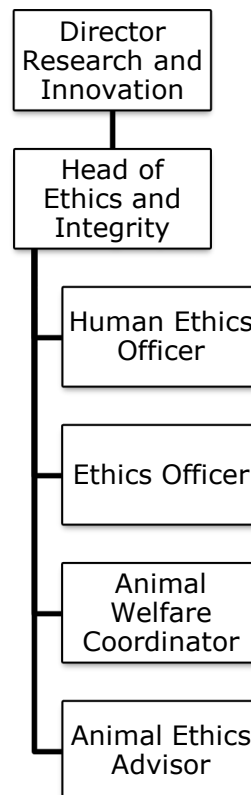
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### About the Work Area

The Research and Innovation Office at Murdoch University is dedicated to managing and supporting research activities across the institution. It plays a crucial role in ensuring research is conducted with purpose, integrity, and effective planning. The office supports researchers in developing, preparing, and submitting grant applications, oversees the negotiation and administration of research awards and contracts, and manages internal research support schemes. It also focuses on research commercialisation by connecting researchers with industry partners, protecting intellectual property, and supporting the development of spin-off companies. Additionally, the Graduate Research Office, part of the Research and Innovation Office, handles the admission and management of research students, including enrolment, candidature management, scholarships, and thesis examination.

### Reporting Relationships



### Key Responsibilities/Duties

1. Provide strategic direction and effective management for the delivery of good research governance and integrity.
2. Ensure institutional oversight of human research ethics, animal ethics, and governance activities.

3. Manage research integrity investigations and uphold the highest standards of ethical conduct.
4. Develop and implement policies and procedures to ensure compliance with legislation and external regulations.
5. Promote the responsible conduct of research and discourage research misconduct.
6. Lead a team of experts in research ethics and governance to provide training and support to researchers and students.
7. Handle allegations or evidence of possible research misconduct promptly and oversee research misconduct proceedings.
8. Ensure compliance with ethical standards and regulatory requirements, and report to relevant authorities as needed.
9. Carry out, and assist with, other duties as required.

### **Selection Criteria**

#### **Essential**

1. A postgraduate degree and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in providing strategic direction and effective management for the delivery of good governance.
3. Demonstrated high-level of autonomy, and ability to operate effectively in a complex environment and balance a range of multiple simultaneous demands, priorities, tight timelines and expectations.
4. Proven ability to ensure institutional oversight of human research ethics, animal ethics, or governance activities.
5. Strong track record in developing and implementing policies and procedures to ensure compliance with legislation and external regulations.
6. Demonstrated ability to lead staff and drive team performance to meet and exceed targets and outcomes.
7. Excellent interpersonal and communication skills, with the ability to engage effectively with a diverse range of stakeholders.
8. Other responsibilities commensurate with the classification and scope of duties of the position.

#### **Desirable**

1. Experience in managing research integrity investigations and upholding the highest standards of ethical conduct.
2. Familiarity with the Australian Code for the Responsible Conduct of Research.
3. Familiarity with the Australian Code for the Responsible Conduct of Research.

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work outside of normal office hours when required.
3. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
4. Occasional overseas/interstate travel/travel within the state may be required.

## General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## Guiding Principles and Values/Code of Ethics and Code of Conduct

### Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*