

Position Description

Position title:	Research Governance Officer
Department:	Research Office
Classification:	AO6
Agreement:	Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reporting to:	Research Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Research Governance Officer will be part of the Women's Research Office.

The Women's is committed to improving the health and wellbeing of women and newborns through its internationally recognised research and innovation. We have a distinguished track record in medical research, and this is reflected by the breadth of our programs.

Covering the full spectrum of our work are our research centres: newborn, infectious diseases, gynaecology, cancer, pregnancy, mental health, midwifery and maternity services, allied health, anaesthetics and family violence prevention.

Annually we conduct approximately 60 clinical trials involving more than 4,500 patients and produce approximately 200 publications.

As a tertiary-level hospital and one of Australia's major teaching hospitals for graduates and postgraduates in medicine, nursing, midwifery and other health professions, the Women's provides a clinical environment where scientists and health professionals can work together as innovative leaders in translational research. Our partnerships with international hospitals and research centres assist us to deliver world-class health care for women and newborns and ensures our model of care is at the forefront of modern clinical practice.

Position purpose

The Research Office is responsible for managing and facilitating the scientific, ethical and governance review and ongoing monitoring of human research conducted at the Women's. Governance activities within the Research Office include the review of institutional governance requirements for research, monitoring of research conduct for compliance with institutional, legislative and regulatory requirements, research governance procedure development, advising and guiding researchers on research governance and risk management. The purpose of the Research Governance Officer's role is:

- Support the research review process, ethics & governance activities
- Support monitoring research, including auditing
- Providing training, support and advice to researchers developing their research proposals
- Support improvements to the implementation of best practice research governance
- Manage the relevant research committee's including the Research Advisory Committee
- Leading improvements to the implementation of best practice research governance
- Support projects and activities that will contribute to the implementation of the National Clinical Trials governance Framework

Key responsibilities

Leadership

- Provide responsive and effective advice and support to internal stakeholders across the Women's research community and the Research Office.

Research governance

- Working with the Research Manager, provide oversight of research governance activities in the Office
- Review, determine and advise on the acceptability of governance aspects of research

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- Support the Research Advisory Committee and its portfolio of work related to clinical research, and manage the meetings, including research review on governance of project, agendas, meeting reports and minutes, and dissemination of outcomes to researchers
- Report to management on governance activities and areas of research risk
- Establish and maintain effective networks and relationships with research governance officers/managers across the Parkville Precinct

Monitoring research, including auditing

Conduct post approval monitoring activities to ensure research compliance to institutional requirements, including audits, progress reports from researchers (e.g. annuals/finals), adverse event, and complaint reports

Providing training, support and advice to researchers

- Support the Research Manager to develop education and training programs in research governance
- Review and update material to assist researchers with quality project submission
- Work one-on-one with researchers as needed

Leading improvements to the implementation of best practice research governance

- Working with the Research Manager, develop and maintain office based research governance procedures (based on state and national guidelines)
- Development and review of relevant internal research policies, procedures, guidelines and SOPs

Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification

Other Responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/Qualifications/Competencies

- Demonstrated knowledge of processes involving the review of research applications submitted for ethics review as stipulated by the National Health and Medical Research Council's National Statement on the Ethical Conduct of Human Research (2023).
- Demonstrated knowledge of Commonwealth and State laws impacting the governance and conduct of human research.

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- Good Clinical Practice (GCP) training and experience
- Commitment to continuous quality improvement in both organisation and personal performance.
- Highly effective verbal and written communication skills, with the ability to prepare concise briefing papers, deliver presentations and deal competently with the full range of organisational stakeholders.
- Advanced computer skills, including use of Word, Excel

Essential Criteria

- A relevant tertiary qualification in science/health/education or a related discipline
- Experience and/or training in research ethics and/or governance processes.
- Relevant experience of research management or demonstrated capacity to manage the complexity of research administration
- Demonstrated ability to develop and implement new policies/procedures in a complex environment
- Demonstrated ability to plan workflow, prioritise activities and meet deadlines
- Knowledge and experience of a biomedical research environment (especially in clinical trials)
- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders.

Desirable Criteria

- Training, education and/or experience with public presentations
- Database development experience

Attributes

- Commitment to the Women's Declaration and strategic directions.
- A strong interest in and commitment to women's health, and understand the impact of social determinants on health and wellbeing.
- A strong results orientation.
- Exercises a high level of judgement.
- Demonstrates a capacity to consult and listen.
- Balancing sometimes competing and conflicting priorities.
- Is open and approachable, and responds to the needs of various hospital departments and clinics in a timely and accessible way.
- Embodies a "can do" attitude and has a flexible approach to work.
- Has a professional demeanour.
- Committed to ongoing professional development, and continually identifies professional development goals & pursues opportunities for learning
- Values reflective practice / learning and accesses support, assistance, advice and debriefing as required.

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Organisational relationships

Internal relationships

- Research Office including Research Director and Research Manager
- Research committees including Research Advisory Committee and Research Governance Committee
- Researchers

External relationships

- Office for Research across the Parkville precinct and across Victoria
- Safer Care Victoria

Direct reports: 0
Indirect reports: 0
Budget responsibility: 0

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	N/A
Sitting – remaining in a seated position to complete tasks	Prolonged/Constant
Standing – remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Rare
Lean forward / forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting / crouching – adopting these postures to complete tasks	Rare
Leg / foot movement to operate equipment	Rare
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Rare
Lifting / carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	N/A
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	N/A
Reaching – arm fully extended forward or raised above shoulder	Rare
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	Rare
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/Constant

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Hearing – use of hearing is an integral part of work performance	Prolonged/Constant
Touch – use of touch is integral to most tasks completed each shift.	Prolonged/Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	N/A
Problem Solving issues associated with clinical and non-clinical care	Prolonged/Constant
Attention to Detail	Prolonged/Constant
Working with distressed people and families	N/A
Dealing with aggressive and uncooperative people	N/A
Dealing with unpredictable behaviour	N/A
Exposure to distressing situations	N/A
Definitions used to quantify frequency of tasks / demands as above	
Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

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Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: October 2025

Developed by: Lily Williamson

Date of next review: (12 months from now)

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