

Position Description

Chair University Animal Ethics Committee

Position No:	50143623
Business unit:	Deputy Vice Chancellor (Research industry and Engagement)
Division:	Office of the Deputy Vice Chancellor (Research industry and Engagement)
School:	Deputy Vice Chancellor (Research industry and Engagement) Office
Campus/Location:	Melbourne (Bundoora)
Classification:	Academic Level E
Employment Type:	Fixed Term for 3 years, 0.4 FTE
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <http://latrobe.edu.au/researchers/research-office>

Position Context

The **Research and Industry Engagement Portfolio** provides strategic leadership and support to the University's research and industry engagement activities, research excellence and impact, the graduate research experience, research infrastructure, industry and global partnerships, research commercialisation, researcher support and, consumer and indigenous engagement in research.

It supports the university community to conduct high-quality research emerging from our areas of strength and to bring together discovery, applied and translational research capability across the University to address important global problems on the biggest interdisciplinary issues of our time. The portfolio supports La Trobe University researchers, senior executive, academic leadership the Graduate Research School, two Colleges and Central & Support Services to facilitate excellent research outcomes for the University. The Portfolio provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. It serves to facilitate interactions between La Trobe University researchers and external partners - funding bodies, industry, government, and regulatory authorities.

The **University Ethics Committees** are: The University Human Ethics Committee, The University Animal Ethics Committee, The La Trobe Institutional Biosafety Committee and the two College Human Ethics Sub-Committees which deal with low-risk human ethics applications.

Animal Ethics Committee (AEC) Chair

The primary responsibility of the AEC is to ensure, on behalf of the University, that all activities involving animals for scientific purposes are conducted in compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes (the Code) and relevant government legislation.

The role of the AEC involves but is not limited to; the assessment that the care and use of animals for scientific purposes is ethically acceptable, balancing whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits to humans, animals or the environment and supporting the wellbeing of animals by applying the 3Rs (Replacement, Reduction, Refinement).

The role works closely with the Ethics, Integrity and Biosafety team in the Research Office to ensure the University's staff, systems and processes support the highest standards of research quality, integrity and compliance with relevant Codes, Guidelines, Regulations and legislation.

Responsibilities

- To uphold the responsibilities of an AEC Chair and apply governing principles set out in the [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#), AEC terms of reference, operating guidelines and relevant La Trobe policies and procedures.
- To provide leadership and impartial guidance in relation to the [Australian Code for the Responsible Code of Research](#) and [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#).
- To chair AEC meetings in a manner that ensures the views of all members are received and considered, and where possible a consensus-based decision is made.
- To review proposed research and teaching projects and consider the ethical implications of animal use for scientific purposes.
- To review research projects via the AEC Committee and AEC Executive to ensure compliance with approved ethical standards and guidelines.
- In accordance with La Trobe policies and procedures assist the Ethics, Integrity and Biosafety Office to review and investigate potential non-compliances with the [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#) and ensure [fair and appropriate actions are taken](#).

- Consultation and regular communication with key internal and external stakeholders including but not limited to: La Trobe researchers; the La Trobe Animal Research and Training Facility (LARTF), partner organisations, Animal Welfare Victoria,

Specific duties to be undertaken

- Be familiar with the [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#) and consult other guidelines relevant to the review of specific research and teaching proposals.
- Chair meetings, both scheduled and unscheduled, with support from the Senior Coordinator, Animal Ethics and Biosafety and the Research Ethics and Biosafety Advisor.
- Review New Applications, Requests for Amendments, Unexpected Adverse Events, Annual/Final Reports and other post- approval items requiring AEC approval.
- Be available by email for comment, opinion, feedback and scheduling, including participating in emails to the AEC Executive.
- Review and approval of AEC and AEC Executive meeting minutes.
- Provide opinion as the Chair with support from the Ethics, Integrity and Biosafety Office on certain matters, for example feedback on institutional plans, policies and procedures that may affect animal welfare.
- Work closely with the Ethics, Integrity and Biosafety Office in the promotion of staff, students, and AEC member awareness of relevant legislation, policies, procedures and guidelines.
- Work closely with Ethics, Integrity and Biosafety Office in following the complaints and misconduct procedures for receiving and promptly handling complaints or concerns about the conduct of an approved research or teaching projects or conduct of the AEC.
- Work closely with Ethics, Integrity and Biosafety Office in preparing AEC reports to La Trobe and external agencies.
- Work closely with the Senior Manager, La Trobe Animal Research and Teaching Facility to ensure the animal welfare alongside the best research outcomes for La Trobe
- Attend as required scheduled AEC training sessions.
- Attend and report at internal meetings including the Research and Graduate Studies Committee and the LARTF Steering Committee

Qualifications – skills, expertise, experience, knowledge

- Membership categories are prescribed by the [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#). In addition to being appointed as Category A, a Chair may be appointed in Category B to D. A Chair should be, but doesn't have to be, independent of the care and use of animals for scientific purposes. A Chair should be someone with a large amount of experience in their space. The chair's other responsibilities/affiliations must not impair the AEC's capacity to carry out its obligations under [Australian code for the care and use of animals for scientific purposes \(8th edition, 2013\)](#).
- Current or recent research experience is essential.
- Ethics committee experience, and/or senior academic experience will be highly regarded, but prospective applicants are not required to have previous experience with the care and use of animals for scientific purposes.

Personal attributes required

- Effective decision-making skills
- Ability to facilitate and actively lead meetings that require consensus-based decisions
- Ability to review proposals within short timeframes
- High standards of integrity and professionalism
- Effective interpersonal skills and the ability to work collaboratively
- Ability to interpret policy and legislation and apply it appropriately to the La Trobe context

Training provided

- The appointed member will be provided with training through various sources.
- During membership, all members are given the opportunity to attend training workshops relevant to the work and responsibilities of the AEC.

Time frame and/or attendance requirements

- Currently, the committee meet 11 times per year. This may increase in future. Meeting dates and times will be scheduled in consultation with the Chair.
- Reviewing proposals will vary for each meeting depending upon the number and nature of proposals submitted.
- The chair communicates with the Ethics, Integrity and Biosafety team as required and may need to regularly approve proposals as part of the AEC Executive outside of meetings.
- Other meetings may be scheduled as required.

Location of work

- Committee agendas and applications are distributed electronically.
- Committee meetings are held La Trobe Bundoora, Melbourne, Victoria.

The Chair reports to

- Deputy Vice Chancellor (Research industry and Engagement)

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics.
- Help transform the lives of students, partners and communities now and in the future.

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: