

Position Description

Position title	Research Ethics Manager
Department / Division	Research Ethics and Governance (REG) Office within the Department of Research Operations / Division of Medical Services
Classification	Grade 6 Level 1 to Grade 6 level 5: AO61-AO65
Position reports to	Director Research Operations
No. of direct & indirect reports	Direct reports: up to three REG officers
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *a world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Research Ethics & Governance Office (REG) sits within the Department of Research Operations and is responsible for managing and facilitating research ethics and governance reviews for the Melbourne Children's Campus. In addition, the office is responsible for research monitoring, quality project approval process, ensuring all research meets relevant legislative and regulatory requirements, policy development, and the provision of researcher support and advice.

ROLE PURPOSE

The Research Ethics Managers are responsible to the Director Research Operations for the overall leadership, strategic and operational performance of their portfolio within the research ethics & governance office. The role is responsible for overseeing the scientific, ethical review and governance of human research on Campus. This role ensures compliance with national standards, institutional policies, and legislative requirements, while providing expert guidance to researchers and supporting the research committees. The position plays a key role in promoting ethical research practices and continuous improvement in ethics and governance processes.

KEY ACCOUNTABILITIES

Leadership and Team Management

- Lead the development and ongoing implementation of the Research Ethics & Governance Office strategic plan
- Supervise and mentor ethics officers or administrative staff.
- Allocate workloads and ensure team performance aligns with organizational goals.
- Manage the employment, performance and conduct of research ethics officers.

Ethics and Governance Review

- Manage and coordinate the review of human research ethics applications in compliance with national, state and institutional guidelines.
- Ensure timely and accurate processing of submissions, amendments, and annual reports.
- Monitor adherence to relevant legislation, codes of conduct, and institutional policies (e.g., National Statement on Ethical Conduct in Human Research).
- Maintain accurate records and audit trails for ethics approvals and governance documentation.
- Identify and address compliance risks, escalating issues where necessary.
- Provide authoritative advice regarding ethics and governance submissions and approvals and recommend appropriate action/s to be taken as required.
- Coordinate the approval process for the Melbourne Children's Campus by overseeing the activity regarding applications and facilitating the prioritisation of requests for rapid review.

Committee Support

- Support committees to be efficient, focused, while ensuring decision trails are complete and auditable.
- Managing portfolio's committee/s including member recruitment, induction and support.
- Act as the primary liaison between researchers and ethics and governance committees (including the Human Research Ethics Committee)
- Prepare agendas, minutes, and documentation for meetings.
- Coordinate committee training and ensure members are informed of regulatory changes.
- Facilitate new committee member induction/mentorship, ongoing development and ensure members are informed of changes.
- Support committees through accreditation and external audits.

Policy Development and Continuous Improvement

- Development and ongoing review of research ethics and governance related policies, procedures, guidelines and work instructions.

- Develop, report on and regularly review the appropriateness of REG office KPIs and areas of risk to ensure they are relevant to researchers and the Campus organisations' priorities.
- Develop, implement and evaluate strategies to evaluate REG office KPIs, in collaboration with stakeholders.
- Implement process improvements to enhance efficiency and researcher experience.
- Stay updated on emerging ethical issues and best practices.

Stakeholder Engagement and Training

- Develop and maintain strategic partnerships and collaborations on Campus, within the Network and Nationally.
- Provide expert advice and guidance to researchers on ethical requirements and application preparation.
- Provide expert advice and guidance to RCH & MCRI legal teams in relation to ethical issues with specific legal implications such as privacy, consent, use of foetal tissue and genetically modified organisms
- Provide education and training to researchers, staff, and students on ethics and governance requirements.
- Build strong relationships with internal and external stakeholders to promote ethical research practices.
- Collaborate with ethics offices across Australia to ensure that approved projects align with National, Victorian, as well as interstate laws and regulations
- Participate and contribute to the Victorian Human Research Managers Network

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualification in a relevant discipline (e.g., health, science, law, ethics) and 4-6 years of industry experience.
- Demonstrated experience in research ethics and governance within a hospital, university or medical research institute.

Desirable:

- Leadership and management experience in a research, health or compliance environment.
- Good Clinical Practice certification.

KEY SELECTION CRITERIA

- Ability to synthesise complex protocols, legal requirements, and institutional policy to form balanced recommendations.
- Demonstrated ethical courage and sound judgement in complex human research decisions.
- Proven stakeholder partnership skills with the ability to influence without line authority.
- Excellent written and verbal communication, producing clear guidance and accurate decision records.
- Commitment to cultural safety, inclusion, and child safety in research ethics practice.
- Track record of continuous improvement using data.
- Ability to lead and develop others in a high volume, deadline driven environment.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment

- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

January 2026