

POSITION DESCRIPTION

Position Title:	Research Administration Support Officer
Business Unit/Department:	Office for Research
Division:	Medical Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Level 1 to Level 5 (HS2 to HS21)
Reports To:	Manager – Office for Research
Direct Reports:	N/A
Date Prepared/Updated:	7 August 2026

Position Purpose

The position will be responsible for providing administrative support to the Office for Research. The position will support the Research Program Director, Manager and Staff in the Office for Research on matters pertaining to administrative Research Governance and Ethics activities and other administrative activities as required. This position will be integral in ensuring that the Office for Research is able to review and approval research projects in a timely manner and is able to support its researchers through education and training opportunities. Research Governance is a framework to use to ensure that research is conducted responsibly, safely and is scientifically and ethically sound. Research Governance considers legal compliance, financial management, accountability and risk management associated with research. As a member of the Office for Research team, you will provide support to ensure that the organisation also attains its scientific and research goals.

Business Unit Overview

The Western Health Office for Research oversees and co-ordinates research activities within Western Health with the following main roles:

- **Research Ethics & Governance:** The Office is responsible for processing of approval of all research projects done at Western Health through relevant committees i.e. Low Risk Ethics Panel, and through the Victorian Streamlined Ethics Review Process.
- **Research Development & Facilitation:** The service aims to provide the research community effective, efficient research services, a single point of contact for research community, a standardised processes based on best practices and leverage research expertise to maximise research outcome.

Key Responsibilities

Assist the Office for Research in all aspects of administrative requirements to facilitate Research Ethics & Governance, as required, but not limited to:

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- Assisting/administering the WH Low Risk Ethics Panel and facilitating the administrative aspects of organising LREP meetings and supporting the LREP Chair.
- Assisting and administering progress reports, post approval amendments, safety reports.
- Assisting/administering the review of ethics and governance projects
- Assisting/administering the Researcher Honorary Appointment process
- Facilitate the payment of invoices and receipt of governance authorisation payments
- Assist as needed with the preparations of events and publications organised by the Office for Research.
- Assist with the preparation and collation of Western Health Research Report submissions for executives and committees.
- Servicing committees including preparation of agendas, business papers, and recordings of proceedings
- Participate in other Office for Research activities, on an ad hoc basis, as directed by the Research Program Director and Manager – Office for Research.
- Participate in any Office for Research led research training and education to WH staff
- Maintain an efficient filing system for all records including confidential correspondence, ethics and governance applications, reports, minutes, off site archived records, etc. necessary for the effective co-ordination and administration of the Office for Research using a relevant database management system
- Ensure confidentiality of information regarding research submissions.
- Manage and maintain the Western Health Office for Research website and SharePoint site, including content updates, document management, and user accessibility.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Chief Medical Officer
- Research Program Director
- Manager Office for Research
- Office for Research Staff, Interns and Volunteers
- WH Researchers and Honorary Appointments
- Low and Negligible Risk Panel
- Research Coordinators Group

External:

- Other Hospital Research Directorates and Staff
- Our partner academic and medical research institutions

Selection Criteria

Essential:

- Appropriate qualifications with demonstrated experience in an administration or research role.
- Demonstrated capacity to organise a high-level workload with competing priorities to ensure critical deadlines are met and the capacity for effective teamwork.
- Demonstrated experience in providing a high degree of administrative support in a large and complex organisation
- Demonstrated capacity to organise a high-level workload with competing priorities to ensure critical deadlines are met and the capacity for effective teamwork.
- Experience in servicing committees including preparation of agendas, business papers, and recordings of proceedings.
- Demonstrated analytical and problem-solving skills.
- Ability to work effectively in both independent and team environments.
- Computer literacy, including Microsoft Word, Excel and PowerPoint.

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Desirable: • Broad understanding of the health and medical research environment in Victoria and Australia, particularly within a public health service. • Understanding of the streamlined ethics and governance review process • Awareness of the NHMRC National Statement on Ethical Conduct in Human Research (2025 and updates) • Awareness of the Australian Code for the Conduct of Responsible Conduct of Research (2018 and updates) • A commitment to Western Health values: Compassion, Accountability, Respect, Excellence and Safety
Additional Requirements All employees are required to: • Obtain a police/criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
General Information • Redeployment to other services or sites within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace • Western Health is committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:

Date:

Employee's Signature:

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