

POSITION DESCRIPTION

Position Title:	Research Governance Officer
Business Unit/Division:	Research Development and Governance Unit
Award Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Enterprise Agreement 2021-2025
Classification:	HS3
Employment Type:	1 EFT Full-time ongoing (40hrs +ADO)
Reports to:	Research Operations Manager
Date Prepared/Updated:	September 2025

General Role Statement:

The Research Governance Officer will contribute to the research governance functions of the Research Development and Governance Unit (RDGU), as part of a team undertaking governance review of research projects. This includes receipt of applications, review of documentation against the organisation's research governance requirements, feedback and support to the researchers to meet those requirements, issuing of governance authorisations, and ongoing governance support to researchers across the project lifecycle. The Research Governance Officer will also support the work of the Research Quality Manager to ensure that current research projects maintain quality standards across the entire research cycle, in line with applicable laws, Good Clinical Practice (GCP), and Northern Health (NH) standards and procedures.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.

- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Research Governance Officer will support the work of the Research Development and Governance Unit (RDGU) to:

- Contribute to the day to day research governance and quality functions of the RDGU.
- Alongside a team of research governance officers, support and advise Northern Health researchers on ethics, governance and research agreement requirements.
- Undertake review of research governance applications across a variety of project pathways, including Site Specific Assessments (SSAs), the lower risk non-HREC pathway, and the quality assurance pathway.
- Work collaboratively with Northern Health Legal Services to efficiently and effectively review research agreements.
- In collaboration with the Research Development Manager, work with researchers to support them in efficiently applying for governance authorisation through to the submission of complete, high quality applications.
- In collaboration with the Research Quality Manager, contribute to internal research audits and collection of research metrics.
- Liaise with external Research Offices undertaking ethical review of Northern Health research projects to ensure smooth transition through both ethics and governance approval requirements.
- Support researchers to ensure that they are able to conduct their research responsibly and safely

within the context of the Northern Health Research Governance Framework.

- Any other related duties as required.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Research Governance and Support

- As part of a team, support the research governance functions of the RDGU, including support and clear communication to researchers on governance requirements, and detailed and timely review of governance application documentation against organisational requirements.
- Support governance of projects across the research lifecycle, including review of research project amendment requests and other post-authorisation documentation.
- Contribute to reporting requirements in key performance areas including governance authorisation turn-around times.
- Contribute to change management and improvement plans in key performance areas.
- Lead by example to deliver exceptional research support openly and collaboratively.
- Support a culture of accountability and transparency within the Research Development and Governance Unit and research community.
- Support the implementation and maintenance of systems and process improvements that deliver operational excellence across the services of the Northern Health Research Development and Governance Unit.
- Support the maintenance of up-to-date research related Northern Health policies and procedures
- Contribute to team discussions and trouble-shooting
- Maintain professional relationships with all stakeholders

Research Quality & Compliance

- Ensure that all research activities comply with relevant industry regulations, ethical standards, and legal requirements.

- Evaluate, report and embed the National Clinical Trials Governance Framework (NCTGF) at Northern Health.
- Regularly assess research processes, projects, and outputs to ensure compliance with established quality standards and protocols.
- Prepare detailed quality reports, maintain accurate records, and ensure all governance and quality processes and documentation are up-to-date.
- Provide education and guidance to research staff on quality procedures, tools, and best practices.
- Ensure the timely notification and management of complaints, incidents and related issues for research.
- Ensure that all risks relating to Northern Health research are identified and documented.

Diversity and Inclusion

Northern Health is located in an area of cultural and linguistic diversity. Research indicates that many people who come from marginalised communities tend to only apply for positions when they meet all the selection criteria. If you don't have all the experience yet for this role, but feel you can grow into it, please apply anyway. We are interested in growing people within the role.

Innovation and Culture Change

Northern Health's Strategic Plan 2025-2029 identifies research and learning as one of our strategic priorities, which recognises the strength of commitment to research at Northern Health, including supporting researchers to conduct research that has the greatest impact on the lives of those in our community. Northern Health has an ambitious plan to see research embedded as part of core business. If you are comfortable with some uncertainty, like being part of change and innovation, and you are passionate about research, we encourage you to apply.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- A university degree relevant to health & medical research, and/or prior experience in a research ethics and/or governance officer role.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Prior experience working in a hospital research office would be highly regarded.
- Prior experience using the Ethical Review Manager (ERM) platform or similar would be an advantage.
- Working knowledge of the National Statement on Ethical Conduct in Human Research, Good Clinical Practice (GCP), and the National Clinical Trials Governance Framework would be an advantage.
- Experience in the clinical research or trials sector would be highly regarded.

Knowledge, Skills and Behaviours

- Demonstrates strong eye for detail and meticulous record keeping.
- Demonstrates strong analytical and problem-solving abilities.
- Excellent communication skills.

- Demonstrates commitment to continuous improvement.
- Ability to work independently, and as part of a team.
- Ability to build effective stakeholder relationships.
- Demonstrates a pragmatic, flexible and “can do” approach.
- Ability to balance competing and conflicting priorities.
- Ability to demonstrate good time management and prioritising.
- Contributes to a positive team culture.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: