

Position description

Greater together 

Position title:	Research Integrity Advisor (RIA)
Institute/School/Centre/ Directorate/VCO:	Research Services
Time fraction:	Part-time
Employment mode:	Three years fixed term
Reason for fixed term:	The appointment is subject to ongoing review by all parties.
Further information from:	Research Integrity Office Email: research.integrity@federation.edu.au

Position summary

As per the *Australian Code for the Responsible Conduct of Research* ('the Code'), research institutions in Australia must identify and train Research Integrity Advisors (RIAs) who assist in the promotion and fostering of responsible research conduct and provide advice to those with concerns about potential breaches of the Code (R6).

RIAs are people with research experience, knowledge of the University's policy and management structure, and familiarity with accepted practices in research who are appointed to provide advice on research integrity to researchers and students in accordance with the *Australian Code for Responsible Conduct of Research* and Federation University policy.

Appropriate to a level A-E appointment, the Research Integrity Advisor will be expected to:

- Play a significant part in the promotion of responsible research practice and ongoing vibrant research culture;
- Be a first point of contact for staff and students with queries about responsible research conduct, providing knowledgeable, informal advice and guidance on responsible research practices to all researchers; and
- Undertake required Research Integrity and Research Integrity Advisor training, as advised by Research Services.

Portfolio

The Research Integrity Office sits within Research Services, in the Chief Operating Officer's Portfolio. We are committed to promoting and supporting responsible research practices by providing resources and guidance to our researchers. We support a strong research culture through a range of services, programs and activities designed to be accessible, professional and in line with the *Australian Code for the Responsible Conduct of Research*.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in

the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide a 'first point of contact' for people with enquiries related to responsible conduct of research.
2. Provide advice to staff and students about responsible conduct of research.
3. Report potential breaches of the Code to the Research Integrity Office.
4. Assist advisees with local resolution of issues, advise options for reporting a potential breach of the Code and options available for wellness support.
5. Maintain records of Advisee consultations.
6. Disclose and manage conflicts of interests.
7. Engage in relevant training to develop and maintain understanding of the Code and supporting guides, the processes and procedures contained within the Investigation Guide, institutional processes and procedures and their responsibilities.
8. Maintain confidentiality of sensitive information received in the role as a Research Integrity Advisor.
9. Consult regularly with the Research Integrity Office to support research integrity initiatives and identify further opportunities for promoting a responsible research culture.
10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position.
11. Undertake responsibilities of the position adhering to:
 - The *Australian Code for Responsible Conduct of Research* and supporting guides, the Staff Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - Occupational Health and Safety (OHS) legislation and requirements

Level of supervision and responsibility

The Research Integrity Advisor will work closely with the Research Integrity Office and other Research Integrity Advisors. Research Integrity Advisors exemplify and actively promote responsible research practices at Federation University.

Position and organisational relationships

Research Integrity Advisors work closely with the Research Integrity Office. In particular, with the Director Research and Innovation; Manager, Research Ethics; Senior Coordinator, Researcher Development and Integrity; and Coordinator, Research Ethics & Integrity.

Research Integrity Advisors liaise with other areas of the University as required to fulfil the needs of the role and offer appropriate support and advice. This may include Library Services, ITS, Academic Services, or other.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Research Integrity Advisors will be active researchers, employed by Federation University at academic level A-E.
2. Research Integrity Advisors must have completed all Research Integrity training required of Federation University staff. Additional mandatory training will be provided to Research Integrity Advisors upon appointment.

Experience, knowledge and attributes

3. Ability to identify relevant policies, procedures and guidelines to assist with research integrity queries.
4. Demonstrated ability to implement a solution-oriented approach with a focus on maintaining compliance requirements.
5. Knowledge and understanding of accepted research practices in general and, if applicable, discipline specific research practice.
6. Respect for confidentiality.
7. Evidence of ability to work collegially, with respect and impartiality with all members of our research community.
8. Demonstrated interpersonal, oral and written communications skills.
9. Demonstrated commitment to professional development.
10. Demonstrated commitment to promotion of responsible research practices.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.