



Position Description

Animal Ethics Committee (External member)

Office of the Pro Vice-Chancellor (Research and Innovation)

Deputy Vice-Chancellor (Research)

Classification	Voluntary
Delegation band	According to Membership and Terms of Reference
Special conditions	Three year fixed term
Workplace agreement	According to notice of appointment
Date last reviewed	May 2023



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



Office of the Deputy Vice-Chancellor Research

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with global impact. We collaborate with our partners on research with global impact.

The Deputy Vice-Chancellor (Research) (DVCR) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVCR portfolio the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

Research Integrity Unit

The Pro Vice-Chancellor (Research and Innovation) (PVC R&I) supports the DVCR as a key member of the portfolio leadership team. The PVC R&I has specific responsibility for leading the research strategy implementation, provides leadership and develops strategic initiatives for internal research support schemes, research services and graduate studies. In addition, the PVC R&I is the key liaison with Faculty and industry.

The Research Integrity Unit, within the Office of the PVC R&I, promotes and enables the responsible conduct of research and teaching at Charles Sturt University. The Unit provides advice on all aspects of research ethics and integrity and supports the University's Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee, Defence Trade Control Committee and the Radiation Safety Committee.

Animal Ethics Committee

The Animal Ethics Committee (the Committee) reviews teaching and research proposals involving the scientific use of animals to ensure that they are ethically acceptable and follow relevant standards and guidelines. This is an essential process of review for the University to ensure compliance with the Australian Code for the Responsible Conduct of Research and the Australian code for the care and use of animals for scientific purposes (the Code).

The Committee also ensures that the use of animals is justified, provides for the welfare of those animals and incorporates into their use the principles of replacement, reduction and refinement.

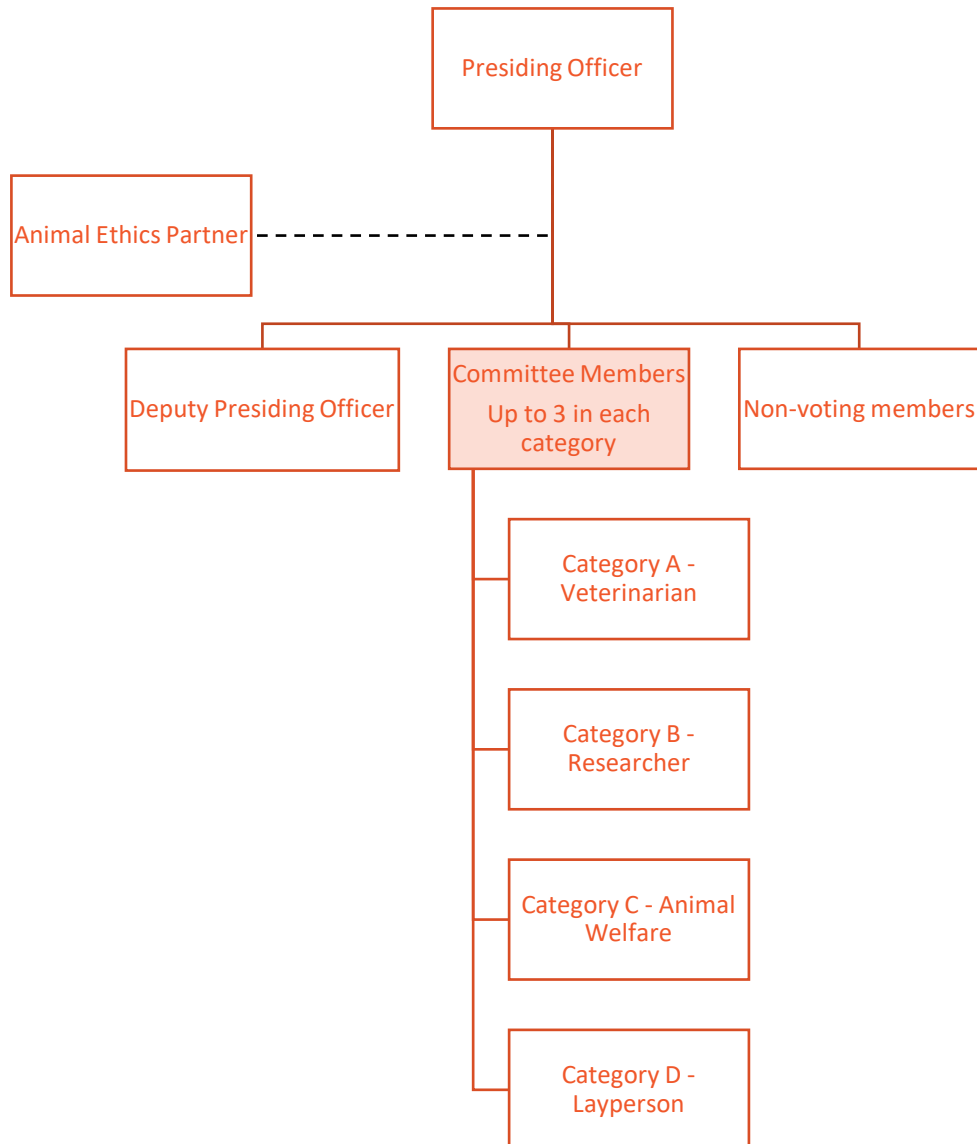
The University is an accredited Animal Research Establishment and as such the Animal Ethics Committee also provides assurance that the University is compliant with the Animal Research legislation in NSW and similar statutes in other states and territories.

The Animal Ethics Committee reports to the Deputy Vice-Chancellor (Research) and, through the Deputy Vice-Chancellor (Research), to the Audit and Risk Committee of the University Council.

The Committee consists of members according to the categories prescribed in the Code. Membership is set out below.



Committee structure



Reporting relationship

This position reports to: Presiding Officer

This position supervises: N/A

Key working relationships

- Committee presiding officers and members
- Members of the Research Integrity Unit of the University



Position overview

In accordance with the Australian code for the care and use of animals for scientific purposes, there are several positions on the Committee for people who are external to and unaffiliated with the University. Those positions are:

Category A (Veterinarian)

A person with qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia, and with experience relevant to the University's activities or the ability to acquire relevant knowledge. This position may also be filled by a staff member of the University.

Category B (Researcher)

A suitably qualified person with substantial recent experience in the use of animals for scientific purposes relevant to the University and the business of the Committee. This must include possession of a higher degree in research or equivalent experience. This position may also be filled by a staff member of the University

Category C (Animal Welfare)

A person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the University, and who is not currently involved in the care and use of animals for scientific purposes. Veterinarians with specific animal welfare interest and experience may meet the requirements of this Category.

While not representing an animal welfare organisation, the person should where possible be selected based on active membership of, and nomination by, such an organisation.

Category D (Layperson)

A person not employed by or otherwise associated with the University and who has never been involved in the use of animals in scientific or teaching activities, either in their employment or beyond their undergraduate education.

Category D members should be viewed by the wider community as bringing a completely independent view to the Committee and must not fit the requirements of any other Category.

The position

All members are appointed to the committee as individuals, based on their knowledge, qualities and experience, and not as representatives of any organisation, group or opinion.

An induction process and occasional professional development opportunities are included in the position. Members are required to complete online eLearning modules within three months of appointment.

The committee meets via videoconference at least 11 times per year on a monthly basis (February to December). If workload requires, a meeting in January may be scheduled. Where a committee member is unable to attend a meeting, written submission of their reviews is strongly encouraged.

The number of projects that are reviewed at each meeting varies. It is expected that every member reads all proposals, requests and reports thoroughly prior to the meeting so that informed discussion can take place. A determination is reached for each proposal, request and report as to whether it is approved, approved subject to modifications, declined or rejected.



Outside of formal meetings members may be called upon to review correspondence for proposals, requests or reports that are approved subject to modifications or to take part in less formal reviews regarding a particular proposal.

Subject to availability, external members, particularly those in Category C or Category D, may be required to attend University facilities for the purpose of the annual inspection of facilities.

A meeting allowance payment of \$150 per meeting attendance is made to non-staff committee members. Due to Australian Taxation Office rules, meeting allowance payments are considered taxable income. There is one face to face meeting each year, usually in Wagga Wagga, for which the University covers the cost of members to attend.

Principal responsibilities

- Understand the requirements of the Australian code for the care and use of animals for scientific purposes (the Code) and apply these to matters before the Committee.
- Thoroughly prepare for meetings by reading applications, reports and documentation provided in meeting agendas.
- Consider the submission of further information from researchers as requested by the Committee.
- Ratify decisions regarding project modifications as determined by the Committee Executive.
- Consider project annual reports and end of project reports.
- Complete training appropriate to the member's position.
- Maintain confidentiality regarding all activities associated with the Committee.
- Declare conflicts of interest as appropriate.

Role-specific capabilities

Not applicable for external appointments

Physical capabilities

Not applicable for external appointments



Selection criteria

- A. Demonstration of eligibility to one of the categories of membership set out in the Position Overview.
- B. Ability to work as an effective team member, and to maintain effective relationships with other members of the Committee.
- C. Willingness to participate in a committee induction process and occasional professional development and training opportunities, including the training requirements identified as mandatory for Committee members.
- D. Availability to participate in meetings via teleconference, including having adequate computer equipment and secure and reliable internet access. Meetings are scheduled for approximately four hours and occur on Thursday afternoons, usually every four weeks.
- E. Availability to participate in site inspections of facilities used at the University's campuses. Site inspections are scheduled on an annual basis, usually for up to one day. On occasion inspections may be conducted online.
- F. Willingness to attend at least one face to face meeting of the Committee each year, at the expense of the University.
- G. Availability and capacity to review proposals and prepare for meetings, noting that substantial pre-reading is required.
- H. Ability to maintain confidentiality in relation to all Committee related matters.
- I. Willingness and ability to develop a mature understanding of the
 - a. the Australian Code for the Responsible Conduct of Research, and
 - b. Australian Code for the care and use of animals for scientific purposes, and
 - c. relevant legislation governing Animal Research.

Application for membership

Applicants are requested to submit

- a current resume, AND
- a written expression of interest for a specific membership category of the committee addressing the selection criteria above.

Expressions of interest should be a maximum of three pages and can be directed via email to:

The Presiding Officer

Animal Ethics Committee

animaethics@csu.edu.au



● Brisbane

New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta
Regional Study Centre

Victoria

● Melbourne

● - Capital city ● - Campus location

