THE UNIVERSITY OF
MELBOURNE

Research Innovation and Commercialisation
Office of Research Ethics and Integrity

Human Ethics Committee Member: Membership category: Aboriginal and Torres Strait Islander

CONTACT

FOR ENQUIRIES

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Please do not send your application to this contact

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Role Summary

The University of Melbourne is seeking an additional Aboriginal and Torres Strait Islander members to for its Human Research Ethics Committees. The role of the ethics committees is to promote ethical human research, to protect the welfare of research participants and to foster research that benefits the community. For Aboriginal and Torres Strait Islander research, it is a requirement of the AIATSIS Code of Ethics that the University seeks review from committees that have Aboriginal and Torres Strait Islander membership https://aiatsis.gov.au/research/ethical-research/code-ethics.

Applicants should have an interest in and commitment to human research and an understanding of the principles underpinning ethical research.

All HREC members receive:
- Training support for their role as HREC member
- The opportunity to understand more about world leading research being performed at the University
- Members not currently employed by the University will receive an honorarium for their time. An Honorarium, is to be used to support costs that you incur in your role as an ethics committee member including, but not limited to, the purchase of a portable device, such as a tablet or laptop, to enable the electronic review of meeting documents, travel expenses, parking fees, training, conference attendance, etc.
- Access to the resources of the University's libraries

1. Key Responsibilities

1.1 AWARENESS AND UNDERSTANDING OF ETHICAL HUMAN RESEARCH LEGISLATION, CODES, AND POLICY

- Committee members should maintain familiarity with the National Statement on Ethical Conduct in Human Research, 2007 (updated May 2015).
- Committee members are required to serve in accordance with any relevant University policies, including but not limited to The University of Melbourne Research Integrity and Misconduct Policy, and the University's Computing and Network Facilities Rules.
- Committee members are required to engage in continuous education sessions as required to ensure knowledge is kept up to date.

1.2 AWARENESS AND UNDERSTANDING OF RESEARCH INTEGRITY PRACTICE

- Committee members must declare any conflicts of interest before any business pertaining to a particular application is considered by the committee. The affected member(s) must absent themselves from any decision pertaining to their particular conflict of interest and shall ordinarily not be present at a meeting when any such decision is determined.
- Committee members must keep confidential any information relating to the committee's activities. It is understood that members may need to seek information/advice from external sources in order to properly fulfil their roles. Such activity is appropriate and encouraged, as long as no intellectual property, commercial in confidence, or identifying material is revealed to external parties in the process.

1.3 REVIEW OF ETHICS APPLICATIONS TO PROMOTE ETHICALLY SOUND RESEARCH AND TEACHING

- Committee members must be able to commit time to pre-read and review applications prior to each meeting, and attend the committee meetings. The committee's meet a minimum of 11 times per year – the exact time and duration of the meeting depends upon the amount of research applications received.
- All committee members are equally valued. Members should feel comfortable and confident in voicing any concerns in relation to the proposed research or teaching applications, while also appreciating the views of the other committee members.

2. Selection Criteria

2.1 ESSENTIAL

The Aboriginal and Torres Strait Islander member must:

- Be independent of the University of Melbourne

3. Time Commitment

Members are typically required to attend 11 monthly meetings throughout the year for which several hours preparation (reading and reviewing research applications) is required. Meetings are collegial and their function is to bring together all members' views on the ethical implications of each research proposal. In addition, members may sometimes be required to review applications outside of meetings. Meeting duration is 2 – 3 hours.

4. Terms of Appointment

Applicants are expected to commit to one year of service on the HREC. Post first year review, membership may be offered for a further two years. The HREC Member may apply for additional terms at the end of their three-year service.

5. Expression of Interest

To apply please provide a letter describing what you believe you can bring to the ethics committee, a short curriculum vitae or summary of education and work experience and details of two referees who can be contacted by telephone.

6. Application Close

28 February 2020

7. *How to Apply*

Please mark applications confidential and email: suzana.kovacevic@unimelb.edu.au

For further information please contact:

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