



POSITION DESCRIPTION

Research, Innovation and Commercialisation
Office of Research Ethics and Integrity

Human Research Ethics Committee Members

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne is seeking expressions of interest to join its Human Research Ethics Committees (HREC). Each HREC comprises members from the institution and the community who together review research proposals for how they meet the requirements of the National Statement on the Ethical Conduct of Research. Committee members use the National Statement to identify common ethical issues and to justify the decisions they make during review. The role of the HREC is to protect the welfare of research participants, promote ethical human research and foster research that benefits the community.

Applicants should have an interest in, and commitment to, human research and an understanding of the principles underpinning ethical research. Membership categories for which we seek expressions of interest are:

- community member
- professional care

- pastoral care
- lawyer

All HREC members receive:

- training support for their role as a member
- the opportunity to understand more about world leading research being performed at the University
- an honorarium for their time (for members not currently employed by the University)
- access to the resources of the University's libraries

1. Key Responsibilities

1.1 AWARENESS AND UNDERSTANDING OF ETHICAL HUMAN RESEARCH GUIDELINES AND POLICY

Committee members are required to:

- ▶ maintain familiarity with the National Statement on Ethical Conduct in Human Research
- ▶ serve in accordance with any relevant University policies including, but not limited to, The University of Melbourne Provision and Acceptable use of IT Policy (MPF1314), the Appropriate Workplace Behaviour Policy (MPF1328), the Privacy Policy (MPF1104) and the Research Integrity and Misconduct Policy (MPF1318)
- ▶ engage in continuous education sessions as required to ensure knowledge is kept up to date

1.2 AWARENESS OF RESEARCH INTEGRITY PRACTICE

Committee members are required to:

- ▶ declare any conflicts of interest before business pertaining to a particular application is considered by the committee.
- ▶ keep confidential any information relating to the committee's activities (e.g. intellectual property, commercial in confidence, identifying material).

1.3 REVIEW OF ETHICS APPLICATIONS TO PROMOTE ETHICALLY SOUND RESEARCH

- ▶ Committee members must be able to commit time to pre-read and review applications prior to each meeting, and attend the committee meetings. The committees meet a minimum of 11 times per year; meetings are scheduled for 3 hours. Members may be required to review applications outside of meetings.
- ▶ All committee members are equally valued. Members should feel comfortable and confident in voicing any concerns in relation to the proposed research applications, while also appreciating the views of the other committee members.

2. Selection Criteria

2.1 ESSENTIAL

Applicants are required to meet at least one of the following membership categories:

- ▶ community members with no paid affiliation with the University
- ▶ people with knowledge of, and current experience in, the professional care or treatment of people (e.g. nurse, counsellor or allied health professional)
- ▶ people who perform a pastoral care role in a community (e.g. a chaplain or a minister of religion or other religious leader, an Aboriginal and/or Torres Strait Islander elder or community leader)
- ▶ people who are qualified lawyers (may or may not be practicing currently)

2.2 TERMS OF APPOINTMENT

- ▶ Members are expected to commit to one year of service on the HREC. After the first year, membership may be offered for a further two years.
- ▶ Members will be paid an honorarium for each meeting attended (if the member is not a current University of Melbourne employee or honorary). The honorarium is to be used to support costs incurred in their role as a member (e.g. the purchase of a portable device to enable the electronic review of meeting documents, travel expenses, parking fees).

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.