ROLE DESCRIPTION

THE UNIVERSITY OF MELBOURNE

Research Innovation and Commercialisation
Office of Research Ethics and Integrity

Animal Ethics Committee Member: Category C (Animal Welfare)

CONTACT FOR ENQUIRIES ONLY

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Role Summary

Expressions of Interest are sought for Category C (Animal Welfare) membership to The University of Melbourne's Animal Ethics Committees. Through its Animal Ethics Committees (AECs), the University strives to uphold best practice in animal-based science, while reflecting the expectations of the broader community. The primary responsibility of AECs is to provide efficient and effective ethical review and approval of all research and teaching activities involving animals at The University of Melbourne.

The University of Melbourne AECs consider applications in the areas of:

- Anatomy & Neuroscience, Pathology, Pharmacology & Therapeutics, and Physiology
- Biochemistry & Molecular Biology, Dental Science, Medicine, Microbiology & Immunology, and Surgery
- Veterinary and Agricultural Sciences
- Other fields of science, including Biosciences

The Animal Ethics Committee Member Category C (Animal Welfare) is expected to provide a valued perspective on applications put to the AEC for ethical review, and contribute to the conduct and promotion of ethically sound research and teaching at The University of Melbourne. Category C (Animal Welfare) AEC members will aid the Committee to ensure that all such activities are conducted in compliance with the current edition of the Australian code for the care and use of animals for scientific purposes (2013). Category C (Animal Welfare) AEC members should participate in AEC meetings as members of the AEC, not as representatives of an animal welfare organisation.

1. Terms of Service

Applicants are expected to commit to one year of service on the AEC. Following one year of service, Category C (Animal Welfare) AEC membership will undergo an annual review. Post first year review, Category C (Animal Welfare) AEC membership may be offered for a further two years. The Category C (Animal Welfare) AEC Member may apply for additional terms at the end of their three-year service.

All AEC members receive:

- Training support for their role as AEC member
- A working lunch at each meeting
- The opportunity to understand the cutting-edge science activities being performed at the University
- An Honorarium, 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

2. Key Responsibilities

2.1 AWARENESS AND UNDERSTANDING OF ANIMAL WELFARE LEGISLATION, CODES, AND POLICY

- AEC members are required to promote committee decisions in accordance with specific legislative requirements to protect animal welfare. Committee members should maintain familiarity and serve in accordance with the relevant regulations and guidelines, including but not limited to the Australian code for the care and use of animals for scientific purposes 8th Edition (2013), the Victorian Prevention of Cruelty to Animals Act (1986) and Victorian Prevention of Cruelty to Animals Regulations 2019.

- AEC members are required to serve in accordance with any relevant University policies, including but not limited to The University of Melbourne Animal Ethics Committee Terms of Reference, The University of Melbourne Research Integrity and Misconduct Policy, and the University's Provision and Acceptable Use of IT Policy.

2.2 AWARENESS AND UNDERSTANDING OF RESEARCH INTEGRITY PRACTICE

- AEC members must declare any conflicts of interest before any business pertaining to a particular interest is considered by the committee. The affected member(s) must absent themselves from any decision pertaining to their particular conflict of interest and, albeit at the committee's discretion, shall ordinarily not be present at a meeting when any such decision is determined.

- AEC members must keep confidential any information relating to the AEC'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.

2.3 REVIEW OF ANIMAL ETHICS APPLICATIONS TO PROMOTE ETHICALLY SOUND RESEARCH AND TEACHING

- The Category C (Animal Welfare) AEC member will bring an ethical and animal welfare perspective to the deliberations and activities of the Committee. They should have awareness of current community expectations and concerns about animal welfare, and an ability to communicate these concerns.

- AEC members must be able to commit time to pre-read and review applications prior to each meeting, and attend the committee meetings. The AECs meet a minimum of 11 times per year – the exact time and duration of the meeting depends upon the committee.

- All categories of AEC members are equally valued. AEC 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.

3. Selection Criteria

3.1 ESSENTIAL

The Category C (Animal Welfare) AEC member must:

- Be committed to furthering the welfare of animals and have an awareness of current community animal welfare concerns.
- Have established experience in animal welfare.
- Not be employed by or otherwise associated with the University of Melbourne.
- Not be involved in the care and use of animals for scientific purposes.

3.2 DESIRABLE

- Active membership of, and nomination by, an animal welfare organisation.