

Expression of interest for members

Human Research Ethics Committee



University of
Southern
Queensland

About us

The University of Southern Queensland Human Research Ethics Committee (UniSQ HREC) plays a vital role in supporting ethical, high-quality research across the University. We review staff and student proposals involving people, their data or biospecimens in accordance with the [National Statement on Ethical Conduct in Human Research 2025 \(The National Statement\)](#).

Guided by its principles, we uphold respect, research merit and integrity, justice and beneficence. As an NHMRC-registered committee, we provide independent, diverse expertise to ensure UniSQ research is ethical, responsible and impactful.

The Committee meets monthly, attendance available in person at our Toowoomba campus or online, to assess proposals from all UniSQ disciplines. By joining our HREC, you'll help shape the future of research and contribute to improving outcomes for communities locally and nationally.

Who we're looking for

We invite Expressions of Interest (EOIs) from individuals keen to volunteer with the UniSQ HREC in the following 'minimum membership categories', as defined by the National Statement (section 5.1.30):

❖ Pastoral member

A person who performs a pastoral care role in a community including, but not limited to, an Aboriginal and/or Torres Strait Islander elder or community leader, a chaplain or a minister of religion or other religious leader.

❖ Current researcher

A person with current research experience that is relevant to research proposals to be considered at the meetings they attend.

Priority: *In particular, UniSQ is currently seeking researchers with experience in research involving Aboriginal and Torres Strait Islander people and communities*

What's involved

- **Pre-meeting review:** Applications are assigned to members about two (2) weeks before each meeting, allowing time to review and provide feedback and outcome recommendations. The workload is shared as evenly as possible based on 'minimum membership categories' and expertise. Members typically review one (1) to two (2) applications per meeting, though this may vary depending on the number of applications and available reviewers. Occasionally, you may attend a meeting without an assigned review.
- **Attendance at meetings:** The HREC ordinarily meets 10 times per year. Attendance is required for all meetings, either in person at the Toowoomba campus or online via Microsoft Teams, regardless of whether you have a review assignment. A pre-meeting comments summary is sent out to all members prior to the meeting which is used to help guide discussions and ensure meetings run efficiently.

- **Meetings dates:** Meetings are held on Tuesdays from 12:30 pm to 2:30 pm. (View meeting schedule for specific dates.)
- **Time commitment:** Approximately three (3) to six (6) hours per month, depending on the number of applications and 'minimum membership' availability. This involves completing pre-meeting review assignments (allow 1 hour per application) and attendance at the meeting (allow 2 hours per meeting).
- **Training:** Completion of the online HREC member induction module prior to your first meeting is required, along with participation in ongoing professional development training throughout your term. Training is integrated into meetings when the agenda allows.
- **Membership term:** HREC members are usually appointed for a term of three years, with the possibility of reappointment.

Is this role for you?

- **You have a genuine interest in research ethics and participant wellbeing.** You can appreciate the perspectives of research participants while considering the potential risks and benefits of research proposals.
- **You are willing and able to learn, understand, and apply research ethics principles** in line with NHMRC guidelines, including the *National Statement on Ethical Conduct in Human Research (2025)* and the *Australian Code for the Responsible Conduct of Research (2018)*.
- **You enjoy collaborative decision-making as part of a diverse committee**, contributing to constructive, respectful discussions and helping the group reach fair, well-reasoned outcomes.
- **You can commit to attending and actively participate in meetings as outlined in the requirements**, including the pre-meeting review of applications.
- **You have strong attention to detail**, can interpret complex information, and provide constructive, practical, and supportive feedback.
- **You value confidentiality and impartiality**, and are comfortable reviewing sensitive information and making balanced, principled judgments.
- **You're comfortable with technology** and open to learning UniSQ's Research Information Solutions Ecosystem (RISE), used to complete, submit and review applications.
- **You embrace ongoing professional development.** You're open to participating in training, whether it be integrated into meetings or available online.
- **You are motivated to make a meaningful impact** by supporting ethical research and upholding high standards of integrity at UniSQ and within the broader community.

How to express your interest

1. Complete the *HREC member EOI appointment* form, available at the [UniSQ HREC webpage](#).
2. Email the form, together with your current CV or resume to: human.ethics@unisq.edu.au

More information

If you have any questions about the role or responsibilities of these positions, or would like to view the **Terms of Reference**, please contact the Ethics team:

(07) 4631 5457 | human.ethics@unisq.edu.au