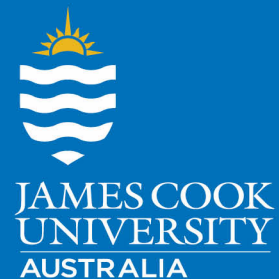


James Cook University

Human Research Ethics Committee

Expression of Interest



Chair – Human Research Ethics Committee (HREC)

Expressions of Interest are called for the position of Chair of the James Cook University Human Research Ethics Committee (HREC) from 21 September 2026.

Australian institutions that conduct research involving human participants have a responsibility under the *National Statement on the Ethical Conduct of Research* (National Statement) to establish a HREC to review research involving human participants to ensure that human research activities are carried out ethically. The HREC will reviews applications in accordance with *Ethical Conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders, Keeping research on track II* and the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) *Code of Ethics for Aboriginal and Torres Strait Islander Research*.

If you are interested in lodging an expression of interest, please respond to the responsibilities and selection criteria below and provide a brief, current Curriculum Vitae to craig.godfrey@jcu.edu.au.

Closing Date: 16th August 2026

The Expressions of Interest will then be collated and provided to the Deputy Vice-Chancellor Research (DVCR) for consideration.

Responsibilities of the Deputy Chair:

The Chair is responsible for:

- Ensuring that the HREC operates in accordance with the principles and requirements of the National Statement; the relevant policies of the institution and the HREC's Operating Procedures;
- Ensuring that proposals are considered by the HREC in line with the National Statement and the outcomes conveyed to applicants in a timely manner;
- Reviewing requests for an exemption from ethics review, protocol amendments and responses to feedback from previous ethics reviews,
- Supporting consistency, quality and continuous improvement in ethics review practices.
- Advising institutional management regarding the level of resourcing required by the HREC to function effectively,
- Overseeing all requirements of the HREC to monitor approved research,
- Advise and work collaboratively with the Research and Innovation Services support staff on ethics processes and compliance.

Workload

The HREC received about 120 new applications in 2025, an average of 10-12 per month, plus the re-review of some resubmitted applications from previous meetings. The HREC Chair also reviews researchers' responses to previous ethics reviews, requests for exemption to ethics review and protocol amendments.

The Chair attends and leads 11, 2-hour monthly meetings of the HREC (February to December).

Time permitting, the Chair may assist the ethics team in delivering professional development and training and develop resources to support the ethical research capacity of the HREC, Human Ethics Advisors and the JCU research community.

The Chair may also need to act in the role of Deputy Chair in their absence or when a conflict of interest on an application arises.

The Chair and HREC are supported by the Research & Innovation Services team, the Human Ethics Officer and Manager, Research Ethics & Compliance and the Chair receives a \$10000 honorarium.

Selection Criteria

The HREC Chair will:

- Hold a senior academic position in the institution and be actively involved in research involving human participants;
- Be a member of the JCU Australia research community;
- Have a good understanding of the ethical principles in human research, as outlined in the *National Statement*;
- Will have previous experience as Chair or a member of a HREC or lower risk review pathway;
- Have the skills to manage the business of the HREC;
- Have the time to attend most of the 11, 2-hour meetings of the HREC per year (February to December) and review out-of-session reviews and other HREC business as it arises;
- Have an interest in building the ethical research capacity of the JCU research community by participating in training and professional development for researchers, students, ethics advisors and committee members in ethical human research.

If you would like to know more or to discuss the role, please contact Craig Godfrey on Ph: 07 4781 6543 or Email: craig.godfrey@jcu.edu.au.