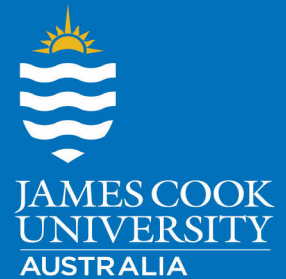


James Cook University

Human Research Ethics Committee

Expression of Interest



Deputy Chair – Lower Risk Panel – Australia (LRP-A)

Expressions of Interest are called for the position of Deputy Chair and lead review for the JCU Lower Risk Panel – Australia to lead reviews of proposals for lower risk human research. There are currently three Deputy Chairs, two Australia-based and one Singapore-based. The Australia-based Deputy Chairs review on a month on/month off roster.

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.

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 Deputy Chair – LRP-A is responsible for:

- Leading the ethical review of lower risk human research applications on a rotating monthly roster;
- Determining when applications or ethical issues are beyond the scope of the lower risk pathway and need to be referred to the HREC;
- Support consistency, quality and continuous improvement in lower risk human research ethics review practices,
- Advise and work collaboratively with the Research and Innovation Services support staff on ethics processes and compliance.

Workload

The LRP-A received about 120 new applications in 2025, an average of 10-12 per month.

Deputy Chairs for the LRP-A, review on a month on/month off roster.

Lower risk applications are reviewed online as they are received, there are no meetings to attend. We aim to have a review timeline of about 7-10 business days per application.

The Deputy Chairs provide the final review recommendation for applications considered through the lower-risk review pathway, reviewing each application with one other reviewer.

Deputy Chairs may also relieve the HREC Chair when on leave or for applications where they have a conflict of interest.

Time permitting, the Deputy Chairs 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 Deputy Chairs and reviewers are supported by the Research & Innovation Services team, the Human Ethics Officer and Manager, Research Ethics & Compliance.

Selection Criteria

The Deputy Chair LRP-A will:

- Hold an academic position in the institution and be actively involved in research involving human participants;
- Have a good understanding of the current ethical principles involved in human research, as outlined in the *National Statement*;
- Will have previous experience as member of a HREC, Lower risk Review Panel or similar ethics review role;
- Have the time to commit to conducting approximately 10-12 applications a month, on a month on/month off roster;
- Possess the ability to bring impartiality to the task of the LRP-A;
- Have an interest in contributing to culture of ethical conduct of human research and research integrity in the JCU research community.

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.