

## Position Description

<b>Position Title</b>	<b>Human Resources Ethics Committee (Pastoral Care Volunteer)</b>
<b>Employment Mode:</b>	<b>Volunteer</b>
<b>Location:</b>	Option to participate in meetings online or face-to-face at PRC's Melbourne office
<b>Tenure:</b>	Ongoing
<b>Reports to:</b>	Chair of the HREC
<b>Classification:</b>	Volunteer role
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Committee members, both from within the organisation and the wider community.</li> <li>• Chair of the HREC</li> </ul>
<b>Other information:</b>	Volunteers are required to: <ul style="list-style-type: none"> <li>• Sign a Committee Member Responsibilities form</li> <li>• Undergo a National Police Check prior to appointment and every 3 years after</li> </ul>

### Position Overview

We are seeking a dedicated **Volunteer Committee Member (Pastoral Care)** to join our Human Research Ethics Committee. They will help ensure research, involving people, is conducted ethically, respectfully and responsibly.

This role must be filled by a person who performs a **Pastoral Care role in the 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.

#### As a Voluntary Committee Member, you will:

- **Meet with the HREC approximately 5 times per year:** You can choose to **meet online or face-to-face at PRC's Melbourne office**. Meetings are held on the second Friday of the month. Meetings are only held if there are proposals submitted for review.

- **Help to review expedited applications and/or amendments from home on an as-needed basis.** You may be requested to help review expedited applications or amendments up to 5 times per year outside of scheduled meetings. Expedited applications are typically categorised as ‘lower-risk’ and do not need to be subject to a full committee review.
- **Become familiar with** the National Health and Medical Research Council (NHMRC) National Statement for the review of research and evaluation proposals.
- **Coordinate with committee members** and secretariat as necessary.

### How you will benefit from this opportunity

- **Make a meaningful impact:** Bring your lived experience, values and community perspective to the table, helping ensure research involving people is conducted ethically, respectfully and responsibly. You don’t need to be a researcher- your voice matters.
- **Connect and be part of a respected, multidisciplinary committee:** Collaborate with professionals and community representatives from diverse backgrounds, expanding your networks while contributing your voice and expertise.

### About the Parenting Research Centre

Research shows that parenting is one of the strongest predictors of child development. It has a profound impact on the health and wellbeing of children from the early years right through to adolescence.

The Parenting Research Centre helps children thrive by driving new and better ways to support families in their parenting. We help governments and community organisations in the fields of health, education and welfare put the best evidence on parenting support into action.

### About the Human Resources Ethics Committee (HREC)

Organisations that conduct human research must ensure their research is approved by a Human Research Ethics Committee (HREC). The HREC is a group that reviews research proposals involving human participants to ensure the research is ethically acceptable and protects participants' welfare and rights. PRC’s HREC is approved by the National Health and Medical Research Council (NHMRC).

Currently, PRC has 13 committee members, both from within the organisation and the wider community.

## Key Responsibilities

- Contribute **to ethical review discussions**, providing considered feedback on all aspects of research involving human participants, in line with the National Statement on Ethical Conduct in Human Research.
- Participate **effectively in meetings**, following meeting protocols, addressing matters through the Chair, and supporting respectful, audible, and inclusive discussion.
- Maintain **confidentiality** by ensuring all matters discussed at HREC meetings and all related documentation are treated as confidential and stored, handled, and disposed of securely.
- Identify **and manage conflicts of interest**, promptly declaring any actual or perceived conflicts to the Chair and complying with agreed processes for participation or recusal.
- Support **HREC operations and governance** by meeting attendance requirements, submitting agenda items or reports on time, and providing written feedback when unable to attend meetings.

## Key Selection Criteria

### Essential

- Candidate must be in a **Pastoral Care role in the 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.
- Strong **commitment to confidentiality and ethical integrity**, with the ability to handle sensitive information responsibly and securely.
- Ability **to recognise and appropriately manage conflicts of interest**, including exercising sound judgement and transparency.
- Capacity **to critically review research proposals**, with the ability to read, analyse, and comment on ethical, legal, and participant-centred considerations.
- Effective **communication and collaboration skills**, enabling constructive participation in committee discussions and adherence to meeting protocols.
- Reliability **and organisational skills**, including the ability to prepare for meetings, meet deadlines, and contribute in writing when unable to attend in person.