

AEC Category C Member (Welfare)

Position title: AEC Category C Member (Welfare)	Classification: N/A
Division/Department: Governance, Risk and Compliance	Work location: Parkville, Bundoora and Kew
Position reference:	Employment type: Volunteer
Remuneration range: N/A	Further information: Angela Astbury, Animal Ethics Officer and Committee Convener
Position reports to: Governance, Risk and Compliance Manager	Closing date: 26 November 2020
Positions reporting to this one: None	

Position overview

The Walter and Eliza Hall Institute of Medical Research (**Institute**) is seeking expressions of interest for its Animal Ethics Committee (**AEC**) to fulfil the requirement of a Category C member under the [Australian Code for the Care and Use of Animals for Scientific Purposes \(8th Edition, 2013\)](#) (**the Code**).

As governed by legislation, the AEC is an authorised body formed to ensure that live non-human vertebrates and higher-order invertebrates used for research and training purposes at the Walter and Eliza Hall Institute of Medical Research (the institute) is conducted at the highest standard of acceptability and that all such undertakings are reviewed and approved by the AEC.

As a member of the AEC you are responsible for deciding whether, according to your judgement, proposals meet the requirement of the *Code* and are ethically acceptable.

The role involves attendance at ten (10) AEC meetings each year, contribution to out of session executive reviews, participation in inspections of animal facilities and a willingness to participate in continuing education opportunities. As stipulated under the *Code* the appointee must meet the requirement of a Category C member.

Category C—a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the institution, and who is not currently involved in the care and use of animals for scientific purposes. Veterinarians with specific animal welfare interest and experience may meet the requirements of this category. While not representing an animal welfare organisation, the person should, where possible, be selected on the basis of active membership of, and endorsement by, such an organisation.

The position is a volunteer position in which Committee members are paid a stipend for out-of-pocket expenses incurred as part of their role as a Committee member.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

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With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

The key responsibilities include, but are not limited to:

- review applications for projects and approve only those projects that are ethically acceptable and conform to the requirements of the *Code*
- review applications for activities associated with the care and management of animals in facilities, including procedures applicable to breeding programs integral to the maintenance of an animal line, and approve only those activities that are ethically acceptable and conform to the requirements of the *Code*
- conduct follow-up review of approved projects and activities, and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the *Code*

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- monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities
- contribute to determining appropriate actions regarding unexpected adverse events
- contribute to determining appropriate actions regarding non-compliance
- review and approve guidelines for the care and use of animals on behalf of the institution

Key selection criteria

For consideration for this position, the candidate must meet the requirements for a Category C member as stipulated in the *Code*. That is

Category C—a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the institution, and who is not currently involved in the care and use of animals for scientific purposes. Veterinarians with specific animal welfare interest and experience may meet the requirements of this category. While not representing an animal welfare organisation, the person should, where possible, be selected on the basis of active membership of, and endorsement by, such an organisation.

Personal qualities

The successful candidate will be able to demonstrate:

- an ability to listen to and appreciate the views of others, and to formulate and express a considered opinion
- the capacity to understand important ethical issues and how these relate to the *Code*, and other relevant legislation or policies and procedures
- basic computer literacy and the capacity to work online and by email
- be an active and productive member of the Committee

Knowledge and skills

- animal welfare requirements for a range of laboratory species
- an understanding of laboratory animal work and research involving animals would be an advantage but is not necessary
- active membership of, and/or endorsement by, an animal welfare organisation is required

Each candidate interested in applying for this role must be willing and able to

- become familiar with the *Code*
- undertake pre-reading for meetings
- attend AEC meetings
- Take responsibility for deciding whether, according to their judgement, a proposal submitted to the AEC meets the requirements of the *Code* and is ethically acceptable.

Further information

The core business of each meeting is to review research proposals and revisions to existing research projects to ensure they conform to requirements of the *Code*. The AEC also reviews and discusses adverse events, various routine reports and any other business pertaining to the care and use of animals for scientific and training purposes.

The AEC meets monthly, generally from February to November, inclusive. All meetings usually start at 10.00am and run until early afternoon. The meetings are held in the Institute Boardroom at 1G Royal Parade, Parkville, with the exception of one meeting each year which is held at the Bundoora Campus. Prior to most meetings is an inspection of the animal facilities. Please note that this information can be subject to change at short notice and extra ordinary meetings may be called during the year.

The papers for each meeting are circulated 8 business days before the meeting, with an addendum to the papers circulated 2 business days before the meeting.

Information about the Institute can be found on the website <https://www.wehi.edu.au/>.

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

**) If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: