The University of Waikato

Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Manager (Deputy Chair) – Human Research Ethics Committee *(1.0 FTE)*

Reports to:	Deputy Vice-Chancellor Research
Division:	Deputy Vice-Chancellor Research
Tenure:	Permanent
Location:	Hamilton
Date:	February 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

All Research involving research on or related to human subjects carried out by staff or students at the University must have appropriate ethics approval either from the national Health and Disabilities Ethics Committee (HDEC), the University Human Research Ethics Committee (HREC) or Divisional Ethics Committees. All research must comply with the Pae Ora (Health Futures) Act 2023, the national ethical standards, the National Ethical Standards and Guidelines for Health and Disability Research.

The University Human Research Ethics Committee (HREC) is responsible to the Academic Board for the promotion, review, and monitoring of ethical practice in human research carried out by staff or students of the University and for monitoring compliance with the University's Human Research Ethics Regulations.

2. POSITION PURPOSE

The Manager of the HREC is responsible for ensuring the University meets its obligations under the Pae Ora (Healthy Futures) Act 2022 and the Health Research Council Guidelines, that we navigate changes in the requirements as the government reforms of the research sector, that we have a fit-for-purpose Ethics management system, that our documentation and procedures are current, and that our HREC is appropriately staffed and skilled and applications are appropriately assigned and reviewed in a timely manner.

3. FUNCTIONAL RELATIONSHIPS

Internal
- Deputy Vice-Chancellor Research
- Director Research and Enterprise & Research Office
- Director Commercial and Business Partnerships
- Dean School of Graduate Research
- Chairs of Divisional Ethics Committees
- Associate Deans Research
- Associate Deans Postgraduate Research
- Other academic and research staff in the University

External
- Health and Disability Ethics Committees
- Government agencies responsible for ethics policies and guidelines
- External stakeholders and collaborators as appropriate

4. KEY RESPONSIBILITIES

Committee oversight
- Proactively maintain the HREC with a diverse membership to maintain the breadth of expertise required on the committee as required by national ethics standards and guidelines.
- Set HREC meeting schedule and agendas, and ensure timely advice back to applicants.
- Oversee the activities of the HREC secretary and support the lay Chair.

Documentation
- Regularly review and update University Research Ethics documentation—including policies, guidelines and delegated HREC authority documents - to ensure they remain current and fit-for-purpose in line with national ethics requirements.

Applications

- Oversee the review of HREC applications, including application assessment assignments, application review, advice to applicants and review and approve responses and revised applications following HREC review.

On-line Ethics Portal

- In collaboration with ITS develop, implement and maintain an on-line portal for Ethics applications across the University, ensuring it is a one-stop, up-to-date entry point to ethics requirements and provides a fit-for-purpose, rigorous application system that ensures applications are in good order before they go to review.

Education

- Develop, implement and deliver an Ethics requirements education programme to ensure a good working knowledge of ethics systems and requirements across our researchers and graduate students.

Relationship Management

- Develop and maintain effective relationships with Divisional Ethics Committee Chairs, Associate Deans Research, Associate Deans Postgraduate Research, Dean of the Graduate School, Director of the Research Office and external stakeholders.

Sector Awareness/Continuous Improvement

- Maintain current knowledge of the Research Ethics requirements across the sector and as required by University research, researchers and graduate students.
- Actively contribute to the ongoing development and improvement of HREC systems and processes.

Health & Safety

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Team Contribution

- Work effectively as a member of the Deputy Vice-Chancellor Research Division to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Manager (Deputy Chair) Human Research Ethics Committee will be performing satisfactorily when:

- The University is meeting all its requirements as a delegated research ethics decision-making entity.
- Ethics applications are of a consistently high standard across the University.
- Ethics application reviews are completed in a timely manner.
- The entry point for Ethics applications is straightforward and easy to follow.
- The HREC committee is well supported, with rigorous decision-making and compliant outcomes.
- Research Ethics requirements are well understood and complied with across the University.
- We are maintaining a healthy, vibrant and safe workplace culture for its members and collaborating partners where all members can succeed.

EDUCATIONAL QUALIFICATIONS

Essential

- A graduate degree.

ATTRIBUTES

Essential

- Experience in Managing Ethics.

Desirable

- Experience in Research Ethics.
- Experience in managing university committees.
- Experience working with relevant national and international organizations.
- Experience working with a range of research activities.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Demonstrated track record in committee management.
- Excellent communication skills.

Desirable

- A working knowledge of University Research requirements and activities.
- Experience in ethics and maintaining ethical approaches to projects.
- Strong presentation skills with a proven ability to communicate effectively to all stakeholders.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a demonstrated commitment to maintaining a rigorous approach to policy compliance and guideline adherance.
- Enthusiasm for developing a successful research culture.
- Demonstrated capacity to work effectively as a member of a team and to act as a leader of a research team.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to people from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.