Further particulars: external member of the University of Oxford’s Tropical Research Ethics Committee (OxTREC)

Summary

The University of Oxford is seeking an external member to serve on the Oxford Tropical Research Ethics Committee (OxTREC), which reviews the ethics of the University’s medical and health-related research studies that take place outside the EU (mainly through its major overseas programmes; see http://www.tropicalmedicine.ox.ac.uk/home).

An external member is someone who is not currently employed by, or studying at, the University or its colleges in any capacity. Further, the external member’s primary personal or professional interest should not be in any particular research area. Appointments are normally for a term of four years.

Application procedure

Please send a CV and covering letter, stating why you would be suitable for the role and including the names and contact details of two referees, to Dr Rebecca Bryant, Research Ethics Manager (OxTREC); rebecca.bryant@admin.ox.ac.uk.

The closing date for applications is Thursday 15th November 2018. Informal interviews will be held on the morning of Friday 23rd November 2018.

If you have any questions about the vacancy, please contact Rebecca Bryant on 01865 282585 or rebecca.bryant@admin.ox.ac.uk.

Remuneration

Membership of OxTREC is a voluntary role, and no remuneration is available. However, reasonable travel expenses for attendance at meetings will be paid, in line with the University’s expenses policy. Please note that members will therefore need to live in, or very close to, Oxford.

Description of the role

OxTREC meets six times a year to discuss higher risk ethics applications (see https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/oxtrec#collapse1-3 for meeting dates). Work is required by committee members ahead of each meeting to read, and consider the ethical appropriateness of, these applications. Up to 50 such applications are received each year.

Person specification

We are looking for a person with the following qualities (you will not need to have any specific academic qualifications or experience):

- an ability to understand the research proposals under discussion;
- the capacity to see issues from different perspectives, especially that of the participant; but to reach decisions based on your own reading of these situations;
- an ability logically to process information and articulate reasons for decisions;
- demonstrable respect for the integrity of others;
- the capability to attend meetings six times per year in Oxford;
- regular access to email, and the time and willingness to read and consider the applications received ahead of each meeting.
The following would also be helpful:

- experience of living and working in tropical countries;
- an appreciation of issues that might arise in low-resource settings and with vulnerable groups.

**The Oxford Tropical Research Ethics Committee (OxTREC) – overview**

**Membership**

OxTREC comprises:

- a Chair and a Vice-Chair;
- two external members;
- up to eight academics and others involved in research at the University, who have expertise relevant to the studies that OxTREC reviews;
- other members (academics, or external members), co-opted as required.

**Duties of the Committee**

The remit of OxTREC is to:

1. review the ethics of all proposals submitted to it for research involving human participants or personal data conducted by University employees or by University students outside the EU;
2. grant ethical approval on behalf of the University if it is satisfied that the research complies with the University’s policies and procedures on research involving human participants or personal data;
3. have the power to withhold, suspend or withdraw approval of research if it is considered to be in contravention of the University’s policies and procedures on research involving human participants or personal data.

Further information about OxTREC and its work can be found here: [https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/oxtrec](https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/oxtrec).