#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Coordinator, Research Conduct & Reporting

**Job Number:** A-207 | VIP: 1378

**Band:** OPSEU- 9

**Department:** Office of Research & Innovation

**Supervisor Title:** Assistant Director, Research Support

**Last Reviewed:**  July 19, 2021

#### **Job Purpose:**

The Coordinator, Research Conduct and Reporting acts as the primary service and administrative point of contact for all members of the research community (faculty, students, postdoctoral fellows, visiting scholars, adjuncts, external stakeholders, etc.) with the Research Ethics Board, Animal Care Committee, Biosafety and Radiation Safety Committees, and matters related to the responsible conduct of research at Trent University. The incumbent is also the primary contact for the collection and analysis of research enterprise data, and the reporting of that data to inform institutional decisions and meet regulatory requirements. In collaboration with the committee chairs, the Office of Research and Innovation, and the Research Policy Committee, the incumbent plays a lead role in the creation and management of policies, procedures, and guidelines and takes a lead role in the implementation of training and education strategies related to the responsible conduct of research. The incumbent provides administrative support and expertise to the Office of Research and Innovation on all matters related to the responsible conduct of research and plays a front-line role in risk mitigation and management.

#### Key Activities:

1. Coordinate and oversee the administrative operation of Trent University’s compliance committees (Research Ethics Board, Animal Care Committee, Biosafety and Radiation Safety Committees) by acting as the initial point of service and support in these areas.
2. At the request of the Assistant Director and/or Senior Director and/or committee chairs, researches and drafts best practices as they relate to the responsible conduct of research.
3. Maintain familiarity with evolving standards of ethical research and integrity in scholarship and ensuring that all relevant institutional, national and international standards for all policies and compliance committees are understood and met by all members of the research community.
4. Assist in managing the membership of the committees by coordinating schedules, providing meeting materials, facilitating training and recruiting of community representatives when necessary.
5. Assess projects, determine, and program parameters for projects to track and report to ensure Trent University is able to meet regulatory compliance statutes.
6. In collaboration with the Research Facilitators, monitor and review collaborative research agreements, contracts and grants between Trent University and researchers as well external principle investigators.
7. Coordinate and administer all aspects of proposal submission, review, revision and approval processes for Trent University research compliance committees in collaboration with the committee chairs.
8. In collaboration with committee chairs, plan and implement training for members of research compliance committees.
9. Manage peer-review process for the Animal Care Committee.
10. Create, manage, and provide expertise on policies, procedures, and guidelines related to the responsible conduct of research.
11. Coordinate meetings with all undergraduate ethics chairs to provide training and support and maintain record of undergraduate research activity.
12. Under the direction of the Chair of the REB, plan and implement training initiatives for all members of the research community engaged research requiring regulatory ethical review.
13. Under the direction of the Chair of the Animal Care Committee and the Manager of Animal Care, plan and implement training initiatives for all members of the research community involved in animal research.
14. In collaboration with the Assistant Director and/or Senior Director, plan and implement training activities related to the responsible conduct of research for all members of the research community.
15. Prepare decision letters/correspondence; informing researchers of the outcome of protocol reviews.
16. Maintain accurate records of all committee meetings and documents.
17. Organize meetings, develop agenda, and maintain accurate minutes of all committee meetings.
18. Organize all regulatory compliance visits and exercises including all pre and post visit follow-up.
19. Identify incidents, and potential incidents, of non-compliance with federal, provincial or institutional policies and inform the appropriate faculty members and university authorities and propose potential resolutions.
20. Works directly with the Assistant Director, Senior Director and the Vice-President on issues related to research conduct, including providing administrative support throughout an investigation.
21. Work with all parties involved to ensure the appropriate compliance certifications are in place prior to the release of research funds.
22. Ensure that information related to the responsible conduct of research is communicated well, is accessible, and is publicly available where possible.
23. Participate and represent Trent University as a member in good standing with professional organizations and associations as necessary.
24. Responsible for the maintenance of research related records and the handling of any requests or issues related to freedom of information or protection of privacy, consulting with University Secretariat as required.
25. Act as a lead systems administrator on research related information systems and databases.
26. Track and analyze research data, monitor research activity, and report on research activity as required.
27. Prepare annual report on all regulatory compliance.
28. Coordinates and provides support for the reporting of activities related to research organizations.
29. Participate in ongoing professional development activities as required to maintain high professional standards and best practices.
30. Assist in equity, diversity, and inclusion initiatives.
31. Guide process for the appointment of visiting researchers to Trent University.
32. Assistant research organizations (i.e. Water Quality Centre) in drafting and processing research contracts and agreements, as necessary.
33. Provide support to other tasks within the department as necessary.

#### Education Required:

* Honours University Degree (4 year).
* Preference will be given to candidates who are registered members of the Canadian Association of Research Ethics Boards.

#### Experience/Qualifications Required:

* Three to five years’ experience in a research-intensive setting (research office/centre/institute/hospital/foundation) working directly with research ethics or reasonable equivalent where regulatory compliance was a key responsibility.
* Successful completion of the Tri-Agency Course on Research Ethics (CORE) or agreement to complete CORE within one month of hiring.
* Expert knowledge of Human Ethics procedures (normally gained through experience and/or completion of courses on Tri-council Policies on Ethical Conduct); Animal Ethics procedures (Canadian Council on Animal Care policy statements and guideline documents).
* Excellent working knowledge of the Framework for the Responsible Conduct of Research and the Tri-council Policy Statement (TCPS 2).
* Awareness and understanding of Canadian Biosafety Standards and Guidelines and the Radiation Safety Institute of Canada.
* Awareness and understanding of intellectual property within the research landscape.
* Demonstrated knowledge and familiarity with reporting research data.
* Demonstrated experience reviewing, analyzing, and managing contract and agreement development.
* Excellent written and oral skills including demonstrated experience drafting policies, standard operating procedures and interpreting guidelines and directives.
* Demonstrated experience working with complex and sensitive issues requiring a high degree of diplomacy.
* Demonstrated ability to work independently but also as a key member of an administrative team.
* Ability to interpret and communicate research compliance issues including policy review and interpretation and develop educational resources and training tools.
* Knowledge of Tri-council granting processes including policies, procedures, regulations, and guidelines.
* Advanced Computing Skills: Microsoft Office Suite, Internet, Adobe, research management databases (preferably ROMEO).
* Working knowledge and ability to manage the certification activity.
* Ability to manage competing deadlines and maintain a flexible approach to workplace duties.
* Evidence of initiative and strong commitment to customer service.

#### Supervision:

* Provide guidance and training to staff, faculty, and committee members, orienting Trent University community to necessary requirements for the responsible conduct of research.

**Job Evaluation Factors:**

**Analytical Reasoning**

Ability to interpret complex funding agency requirements and assess proposed submissions relative to these. Ability to analyze abstract and complex research data.

**Decision Making**

Determine whether submissions meet requirements; hold back any submissions that are deemed deficient. Decisions made by the incumbent can have significant ramifications for both researchers and the institution.

**Impact**

This position is essential to the operation of the research enterprise at Trent University. Errors within areas of this portfolio could result in legal issues, loss of funding (for specific grant and for other Tri-council funding and Research Support Fund), delays in academic or career progress, all of which could significantly impact reputation.

**Communication**

Internal:

* Executive Departments (President’s Office), Administrative and Support Units and Departments (Human Resources, Financial Services, Risk Management, Advancement Office, , IT, Communications, VP Administration, TIP)
* Academic Administration and Units (VP Academic , Dean of Graduate Studies, Academic Dept. Chairs, Directors of Research Centers & Institutes)
* Internal committees (REB, Animal Care, Bio-Safety)
* Faculty
* Students
* Research-related Personnel

External:

* Federal Government Ministries, Departments and Agencies (Interagency Advisory Panel for Ethics, National Council on Ethics in Human Research, Tri-Council Agencies including NSERC, SSHRC, CIHR, TIPS Canadian Council on Animal Care and Health Canada)
* Other (Canadian and International Universities and Colleges, Canadian Association of University Research Administrators, Canadian Association of Research Ethics Boards and External Collaborators for Compliance e.g. Kawartha Pine Ridge School Board)
* Peer reviewers and Regulatory Officers
* Members of the community

**Motor/ Sensory Skills**

* Fine Motor Skills – keyboarding, high level precision and accuracy

**Effort**

Mental:

* ability to work through high level interruption
* ability to read, process and extract key directives from policy
* interpret and predict challenges with respect ethics and integrity issues and find appropriate responses
* programming certifications activity
* preparation of letters for compliance with accuracy
* ability to accurately minute meetings

Physical:

* long periods of sitting and focusing on computer screen
* constant keyboarding

**Working Conditions**

Psychological:

* complaints, public criticises
* changing deadlines, time pressures
* interacting with frustrated, angry or confrontational people
* multiple interruptions
* lack of control over pace of work
* multiple competing demands
* conflicting work priorities