**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Ethics and Integrity Coordinator

**Job Number:** A-207

**NOC:** 1254

**Band:** 8

**Department:** Office of Research

**Supervisor Title:** Director, Research Services

**Last Reviewed:** July 30, 2020

**Job Purpose**

The Ethics and Integrity Coordinator acts as the primary 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, Bio-safety, Radiation Safety committees and matters related to the responsible conduct of research at Trent University. Working in support of the ethics committees, the Ethics and Integrity Coordinator manages the day-to day activities of the committees including the ongoing records management related to the work of the committees. In collaboration with the committee chairs, the Office of Research and the Research Policy Committee plays a key role in the management of policies, procedures, and guidelines and takes a lead roll in the implementation of training and education strategies related to ethics and integrity matters. Provides administrative support and expertise to the Office of Research on all matters related to the regulatory compliance and the responsible conduct of research and plays a frontline 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, Bio-safety and Radiation Safety Committees) by acting as the initial point of contact in the Office of Research;
2. At the request of the Director and/or committee chairs, researches and drafts best practices as they relate to ethics and integrity issues, including draft policy development;
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 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 (ROMEO), recruitment of community representatives where necessary;
5. Assess projects, determine and program parameters into the ROMEO Certifications module 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 collaborative research agreements, contracts and grants between Trent University and researchers as well external principle investigators to ensure that proper REB review has been completed and documentation is on file;
7. Coordinate and administer all aspects of proposal submission, review, revision and approval processes for the compliance committees (REB, BS, RS) in collaboration with the committee chairs;
8. Manage peer-review process for the Animal Care Committee;
9. Coordinate meetings with all undergraduate ethics chairs to provide training (ROMEO) and support and maintain record of undergraduate research activity;
10. 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;
11. 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;
12. In collaboration with the Director, Office of Research, plan and implement training activities related to the responsible conduct of research for all members of the research community;
13. Prepare decision letters/correspondence; informing researchers of the outcome of protocol reviews;
14. Maintain accurate records of all committee meetings and documents using the ROMEO Certifications module
15. Organize meeting, developing agenda and maintaining accurate minutes of all committee meetings;
16. Actively participate and assist in the coordination of all monitoring site visits and inspections including participating in policy review and standard operating procedure development;
17. 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;
18. In the event of an integrity breach, works directly with the Vice President Research & Innovation to provide administrative support throughout an investigation;
19. Communicate with the Research Accounting dept. regarding certificate requirements to ensure the appropriate compliance certifications are in place prior to the release of research funds;
20. Ensure that information related to ethics and integrity posted on the Trent University website is accurate and up to date;
21. Participate and represent Trent University as a member in good standing with professional affiliations such as Canadian Association of Research Ethics Boards (CAREB), Canadian Association of Research Administrators (CARA), as well as the National Council on Ethics in Human Research (NCEHR), the Canadian Council on Animal Care (CCAC);
22. Organize regulatory compliance visits and exercises including all pre and post visit follow-up;
23. Maintain files of Privacy Act (FIPPA) inquiries and refers to University Secretariat as required;
24. Prepare annual report on all regulatory compliance and submit to the President;
25. Participate in department weekly team meetings providing updates on issues related to ethics and integrity;
26. Participate in ongoing professional development activities as required to maintain high professional standards and best practices;
27. Assist in equity, diversity and inclusion initiatives;
28. Provide administrative support to other tasks within the department as necessary
 |  |
|  |
|  |

**Education**

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

**Experience Required**

* 3 - 5 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)
* 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)
* Solid working knowledge of the Framework for the Responsible Conduct of Research and the Tri-council Policy Statement (TCPS 2)
* Awareness of Canadian Biosafety Standards and Guidelines and the Radiation Safety Institute of Canada
* 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: Excel, Word, WordPerfect, Internet, Adobe
* Working knowledge and ability to manage the ROMEO Certifications module
* Ability to manage competing deadlines and maintain a flexible approach to workplace duties
* Evidence of initiative and strong commitment to customer service

**Analytical Reasoning**

Ability to interpret complex funding agency requirements and assess proposed submissions relative to these.

**Decision Making**

Determine whether submissions meet requirements; hold back any submissions that are deemed deficient. For example, a recent proposed submission indicated that the Research Assistant was to be identified at some point in the future. This is not acceptable to the funding agency so the compliance officer held the submission back until this was remedied.

**Impact**

Potential loss of funding for specific grant and for other Tri-council funding and Research Support Fund (RSF). This would also have an impact on our 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 , VP and Dean of Graduate Studies, Academic Dept. Chairs, Directors of Research Centers & Institutes)
* Internal committees (REB, Animal Care, Bio-Safety/faculty)

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 in 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 into ROMEO Certifications module
* preparation of letters for compliance with accuracy
* be able to accurately minute meetings

Physical:

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

**Working Conditions**

Psychological:

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