**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Certifications & Regulatory Compliance Coordinator

**Job Number:** A-207

**NOC:** 1254

**Band:** 8

**Department:** Office of Research

**Supervisor Title:** Director, Research Administration

**Last Reviewed:** April 27, 2010

**Job Purpose**

The Certifications and Regulatory Compliance Coordinator develops, implements and manages a records management strategy to facilitate University compliance with all regulatory requirements related to the following areas: Research Ethics; Animal Care; Bio-safety and Radiation safety and the Policy on Human Remains. The Certifications and Regulatory Compliance Coordinator acts as the primary administrative point of contact for all faculty and students with the Research Ethics Board, Animal Care, Bio-safety and Radiation Safety committees at Trent University. Provides administrative support and expertise to the Office of Research on all matters related to the regulatory compliance portfolio as well as matters related to integrity in scholarship and risk management.

**Key Activities**

|  |  |
| --- | --- |
| **Compliance Officer:**   1. Coordinate and oversee the 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. Assess projects, determine and program parameters into the eRSO software for projects to track and report to ensure Trent University is able to meet compliance regulations; 3. In collaboration with the Research Project Officers, 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; 4. Coordinate and administer all aspects of proposal submission, review, revision and approval processes for the compliance committees (REB, BS, RS); 5. Manage peer-review process for the Animal Care Committee; 6. Coordinate meetings with all undergraduate ethics chairs and maintain record of undergraduate research activity; 7. In collaboration with the Director and the Chair of the REB, plan and implement training initiatives for all faculty and students engaged research requiring regulatory ethical review; 8. Prepare decision letters/correspondence; informing researchers of the outcome of protocol reviews; 9. Maintain accurate records of all committee meetings and documents using the Electronic Research Services Online system (eRSO); 10. Organize meeting, developing agenda and maintaining accurate minutes of all committee meetings; 11. Maintain familiarity with evolving standards of ethical research and ensuring that all relevant institutional, national and international standards for all compliance committees are understood and met by faculty, staff and students; 12. 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; 13. 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; 14. 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 or University Research Administrators (CAURA), as well the National Council on Ethics in Human Research (NCEHR), Canadian Council on Animal Care (CCAC). | **95%** |
| **Scholarship Liaison** (Undergraduate Research):   1. Coordinate, administer and report to the Natural Sciences & Engineering Research Council – Undergraduate Student Research Awards Program (NSERC –USRA) competition and the Northern Scientific Training Program (NSTP). Primary contact for the undergraduate students interested in funded research; 2. Administrator for the Secure site for NSERC; 3. Contact with Federal & Provincial Agencies for scholarships. | **3%** |
| **Administration:**   1. Prepare annual report on all regulatory compliance and submit to the President; 2. Manage the annual negotiation and administration of the contract for veterinary services to the university; 3. Manage and administer the MOU between the MNR and Trent University for the operation of the BSL3 including payment to the BSL Director and management of the lab trust account; 4. Organize regulatory compliance visits and exercises including all pre and post visit follow-up; 5. Collect and collate Centre/Institute annual reports; 6. Track & process CUPE I professional expense claims; 7. Maintain files of Privacy Act (FIPPA) inquires and refers to University Secretariat as required; 8. Provide monthly update on all regulatory compliance activities to the Director, Research Administration; 9. Participate in Financial Services/Research Office weekly team meetings -Responsible for department mail and courier services; 10. Participate in ongoing professional development activities as required to maintain high professional standards and best practices. | **2%** |

**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 also for other Tri-council funding and ICOR. This would also have an impact on our reputation.

**Education**

Honours University Degree (4 year).

**Experience Required**

* 5 years’ experience in a Research Intensive setting
* Knowledge of Human Ethics procedures (normally gained through experience and/or completion of courses on Tri-council Policies on Ethical Conduct).
* Ability to interpret and communicate research compliance issues
* Knowledge of Tri-council granting processes.
* Advanced Computing Skills: Excel, Word, WordPerfect, Internet, Datatel Adobe.
* Advanced knowledge and ability to program the eRSO database systems.

**Communication**

Internal:

* Executive Departments (President’s Office, Administrative and Support Units and Departments (Human Resources, Financial Services, Advancement Office, Cupe 2, 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, Natural Sciences & Engineering Research Council – Undergraduate Student Research Awards program. Federal Dept. of Indian and Northern affairs, Immigration Canada, 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 eg. Kawartha Pine Ridge School Board)

**Motor/ Sensory Skills**

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

**Effort**

Mental:

* ability to work in high level interruption
* programming into eRSO system
* preparation of letters for compliance with accuracy
* focus appointment schedules for AVP and VP
* be able to accurately minute meetings

Physical:

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

**Working Conditions**

Psychological:

* complaints, public criticism
* 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