Research Ethics Coordinator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Research Ethics Coordinator

Office of Research

Temporary full-time from January 2020 to September 18, 2020
Temporary absence of the regular incumbent

Hiring #: 2020-0022

Please read the Application Instructions [1] before applying

The University of Guelph Research Ethics Board (REB) oversees all research involving human subjects conducted under the auspices of the University to ensure that such research meets the highest ethical and privacy standards in order to protect participants, investigators and the institution. All research involving human subjects within the University of Guelph requires approval of the Research Ethics Board prior to the initiation of a research project, and the Research Ethics Coordinator is a key administrative position within this process. In this role, the Research Ethics Coordinator will have an ethics review function, as well as liaison and outreach functions. The successful candidate will review University-level documents that span various research disciplines involving the most recent ethical standards as captured in the Tri-Council Policy Statement, which provide the framework for critical review.

The Research Ethics Coordinator is responsible for coordinating all aspects of the submission, review, revision and approval of research protocols. In total, the REB is responsible for reviewing and approving over 400 new studies each year involving human subjects, which must be independently assessed and appropriately triaged by the Research Ethics Coordinator as low- or high-risk research. The incumbent will conduct proficient, critical analyses of these non-standard research protocols, while ensuring compliance with internal and external guidelines, policies and regulations, and will prepare feedback to be returned to researchers. The Research Ethics Coordinator will liaise with researchers to facilitate the preparation and processing of applications to the REB, as well as provide responses to researcher queries, which are often new, complex and variable in nature. Responses to queries require the Research Ethics Coordinator to interpret broad guidelines, understand the nuances of particular situations and provide answers based on critical assessment, gathered input from experts, and, over time, experience. Administrative duties include: assisting with amendments and monitoring human research protocols; acting as primary contact on the Research Ethics website; and coordinating monthly REB meetings. Outreach activities include preparing, delivering, facilitating and distributing presentations, workshops and newsletters directly to faculty, staff and student researchers on topics related to research ethics administration.

Requirements of the position include: Undergraduate degree (research-based degree preferred) plus up to 36 months of related experience working in research and/or REB experience, or an equivalent combination of education and experience. Graduate diploma in clinical research would be considered an asset. Position requires excellent judgment, as well as a strong work ethic and the ability to work independently and rapidly. Demonstrated analytical skills with exceptional communication (verbal and written), organizational, time-management and interpersonal skills. Ability to manage ambiguity and uncertainty, including troubleshooting problems. The incumbent must be able to consistently maintain high levels of productivity, manage a high volume of communications and interactions and handle complicated situations tactfully. The successful candidate must be able to be relied upon to work accurately and punctually.

Covering Position Number  545-031
Classification  USW, Local 4120 Salary Band 6
Normal Hiring Range  $27.18 - $30.37 per hour
At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 01 15
Closing Date: 2020 01 22

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply