

Contracts Specialist – Job ID 13470

About SickKids

Dedicated exclusively to children and their families, The Hospital for Sick Children (SickKids) is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead and partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of the extraordinary people who come to work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

When you join SickKids, you become part of our community. We share a commitment and determination to fulfill our vision of *Healthier Children. A Better World.*

Don't miss out on the opportunity to work alongside the world's best in paediatric healthcare.

SickKids is inviting candidates to apply for the full-time position of **“Contracts Specialist – Industry Collaborations”** now available in the Research Institute.

Position Description

The Hospital for Sick Children (“SickKids”) Research Institute is one of the largest hospital-based research institutes in Canada with approximately 600 basic research and clinical Scientists. The activities of the Research Institute are critical to SickKids’ mission of improving child health.

SickKids is inviting candidates to apply for the full-time position of **“Contracts Specialist”** (15 months contract) now available in the Research Institute. There is a possibility this contract will either be renewed or becoming a permanent position after 15 months.

Reporting to the Manager, Office of Research Agreements and Project IDs, the successful candidate will support and facilitate research funded agreements at SickKids. With support as required from SickKids Legal Services, the Contracts Specialist will review, negotiate, and administer a high volume of funding and related research agreements and proposals with granting agencies, collaborating institutions, research consortia, medical device companies or Contracts Research Organizations (CROs). Consulting with internal parties and negotiating with external parties as required, the Contracts Specialist will ensure that such agreements are consistent with SickKids’ institutional and funding agency policies and do not expose SickKids or its researchers to excessive administrative or financial risk. The Contracts Specialist will protect the interests of SickKids while at the same time maintaining a customer-service outlook toward researchers and their staff. This position will directly support Scientists and their teams in the review, negotiation and drafting of research funding agreements. While the primary responsibilities are as described above, there will also be opportunities for exposure to and development in the areas of business process analyses, documentation and information management, and project management.

Here’s What You’ll Get to Do:

- Review, negotiate, and administer a high volume of funding and related research agreements with granting agencies, collaborating institutions, research consortia, industry partners and Contracts Research Organizations (CROs).
- Provide support and advice on the financial aspects of research agreements. This includes support on project budgets and coordinating multi-site subgrant agreements.
- Ensure that agreement terms are consistent with SickKids and funding agency policies and do not expose SickKids or its researchers to excessive administrative or financial risk.
- Learn, invent, and implement new processes, tools, and procedures to help us gain efficiencies within the department.

Here's What You'll Need:

- An Undergraduate degree or completion of a formal post-secondary education program is required.
- A high level of literacy, numeracy and analytical skills is a requirement.
- Business or Financial experience working with research and clinical budgets.
- Limited or some experience with drafting, reviewing and/or negotiation of contracts in an academic, research, or healthcare environment is an asset
- Previous experience in grant management is an asset.
- Advanced-user knowledge of all common office applications is a must.
- Experience working with accounting or financial software, specifically PeopleSoft, is an asset. Experience working with the PeopleSoft Grants Module.
- Strong negotiation and conflict management skills.
- Ability to consistently apply principles and policies to novel situations. This includes enforcing policies and processes without being unhelpful or inflexible.
- Ability to prioritize and handle a high volume of diverse projects simultaneously is a must.
- Demonstrated ability to communicate, negotiate, and problem-solve with a diverse variety of stakeholders, who may have conflicting interests and priorities, is a must.
- Excellent interpersonal skills, tact, judgment, and discretion.
- The successful candidate will be a customer service oriented, highly organized, motivated, independent, and productive individual who genuinely cares about scientific research. They should have the desire and ability to continuously learn new things, apply that knowledge, work closely as a team, and invent better ways of doing things

Employment Type: Temporary, Full-Time (15-month contract)

Contract Duration: March 1, 2021 – May 31, 2022

Our Commitment to Diversity

- The children and families we care for are diverse, and so are our employees. All are welcome to join our unique organizational culture and be part of our inclusive team.
- If requested, SickKids is proud to make available accommodations to support applicants with disabilities during the interview and assessment process. Information received relating to accommodation will be addressed confidentially. SickKids is also committed to providing services in both official languages and our preference is to hire employees who are fluent in both English and French whenever possible.
- Thank you for your interest in joining SickKids. Only those applicants selected for an interview will be contacted. In accordance with our Hospital policy, employment at SickKids is conditional upon the Hospital's receipt of all necessary documentation.

How to Apply

- <https://www.sickkids.ca/CareersVolunteering/index.html> - **Contracts Specialist – Job ID 13470**
- **Tip:** Combine your cover letter and resume into **ONE** document of 20 pages or less, as you cannot upload multiple documents as part of your application.
- If you are still experiencing technical difficulties, please email ask.hr@sickkids.ca to send us a short description of the issues you are experiencing. Please note that **we will not accept resumes sent to this inbox** but we are happy to respond to requests for technical assistance.