



## Research Agreements Officer Comp. #688

[TRIUMF](#) is Canada's particle accelerator centre, and one of the world's leading laboratories for particle and nuclear physics and accelerator-based science. We are an international centre for discovery and innovation, advancing fundamental, applied, and interdisciplinary research for science, medicine, and business.

At TRIUMF, we're passionate about accelerating discovery and innovation to improve lives and build a better world. Equity, diversity, and inclusion are integral to excellence and enhance our ability to create knowledge and opportunity for all. Together, we are committed to building an inclusive culture that encourages, supports, and celebrates the voices of our employees, students, partners, and the people and communities we serve.

We currently have an exciting opportunity available for an administrative professional who will join our Office of Research Services (ORS) as a Research Agreements Officer. In this role, you will assist in drafting, reviewing, negotiating and finalizing a variety of agreements between TRIUMF and government agencies, universities, and other collaborators. The position is initially offered for a 12-month term, with the possibility of extension, and during this period you will have an opportunity to build your skills in Research Services, and work with a cross-section of professionals in a cutting-edge research setting. Your responsibilities will encompass a variety of tasks in areas such as agreements, compliance reviews and risk assessments. Specific areas of responsibility include, but are not limited to:

- Assisting in drafting and reviewing research-related agreements, such as funding agreements (government, foundation, foreign) and non-funding agreements (confidentiality, collaboration, M.O.U., material transfer)
- Ensuring awarded grants adhere to TRIUMF and funder policies and procedures
- Identifying the need for compliance reviews in conjunction with the Head of the ORS, and preparing information and documentation for these reviews
- Preparing information and documentation for simple and complex negotiations
- Effectively communicating TRIUMF and sponsor requirements to researchers, administrators, other staff and collaborators
- Providing assistance to researchers and other members of the TRIUMF community with respect to pre- and post-research agreements administration
- Performing initial risk assessment, identification, negotiation and protection of the legal and financial rights and obligations of TRIUMF
- Assisting with identifying and reporting on key performance indicators, and identifying items that may be included in TRIUMF's risk registry, as assigned
- Liaising with TRIUMF Innovations as required to support and facilitate commercialization activities
- Assisting with research administration policy development or amendment as required

As our ideal candidate, you are detail oriented, organized, and can effectively manage your time while dealing with changing priorities. Your other skills and qualifications include:

- Basic knowledge of rules, regulations and procedures relevant to the conduct of research, which will be strengthened through on the job training
- A demonstrated ability to prepare various types of agreements

- The ability to assess, think critically, and apply the concepts needed to review and analyze complex terms and conditions in research agreements
- Experience using databases, and word processing and spreadsheet applications with MSOffice 365
- Excellent project and time management skills, and the ability to execute and follow through on tasks
- Exceptional interpersonal and written and verbal communication skills, with the ability to interact productively and professionally with a wide range of internal and external stakeholders
- An ability to work both independently and collaboratively in a team setting
- An undergraduate degree, preferably in areas such as legal, business or a related discipline, combined with at least 3 years relevant experience

Equivalent combinations of education and experience will also be accepted. While not required, courses in science administration and/or contract or intellectual property law would be a definite asset. Specific experience in research grants and contract administration in an institutional setting (post-secondary, government or agency) would also strengthen your application.

TRIUMF is located on the South Campus of the University of British Columbia in Vancouver, BC. This term position offers attractive health benefits, a competitive salary, and an excellent opportunity to enhance your career portfolio in a high profile national research facility.

Applicants must be legally able to work in Canada for the duration of the term.

TRIUMF is an equal opportunity employer, and we welcome applications from all qualified candidates. Your complete application package should be submitted by email to [recruiting@triumf.ca](mailto:recruiting@triumf.ca) and will include the following in one complete PDF file:

- Subject line: Competition 688
- [Employment Application Form](#)
- Cover letter indicating salary expectations
- CV

**Applications will be accepted until 2019-01-13**