

Job Title: Contracts Officer

Reference: 14373

Location: UWO Main Campus

Faculty/Unit: VP Research - Research Western

Department: Research Development & Services

Employee Group: Non Union

Appointment Type: Contract

Hours per Week: 35

Salary Grade: 14

Please note, this is a temporary full-time contract opportunity, with an expected end date of December 24, 2021.

About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

About Us

The Contract Research Team (CRT) ensures that Western enters into only prudent sponsored research agreements and contracts with external sponsoring partners. The CRT is responsible for coordinating procedures and disseminating information to faculty and staff regarding Western's research policies and procedures, intellectual property, publication, confidential information and reporting terms. The CRT ensures that sponsored research agreements and contracts with external partners meet Western's research policies and best business practices.

Responsibilities

The Contracts Officer manages a portfolio of multi-partner and industrial research agreements and contracts with a focus on projects related to the Advanced Manufacturing Consortium, the Faculty of Engineering and Faculty of Science. The incumbent will review or draft grant agreements/contracts and negotiate terms to ensure Western enters into only prudent agreements and contracts. The Contracts Officer will ensure agreements are appropriately aligned with Western policies and procedures, with specific reference to the grant and contract agreements from an external funding agency. The incumbent contributes to the development of the research environment, and in this manner, supports research activity by individual academic faculty and enables the achievement of their stated research plans.

Qualifications

Education:

- Bachelor's Degree in a Science, Technology, Engineering or Mathematics (STEM) discipline
- Bachelor's or Master's degree in Science or Engineering preferred

Experience:

- 3 years' experience in a research administration environment with accountability for contract formulation and negotiations
- 5 years' experience in research administration or contract negotiations preferred

Knowledge, Skills & Abilities:

- Familiarity with regulations and guidelines governing research and with Canadian peer-review granting systems, processes and procedures
- Familiarity with intellectual property management, including copyrights and patents, and with best approaches for developing and negotiating legal contract language
- Ability to deal confidentially with information that has financial, political, regulatory and reputational implications
- Critical thinking skills to analyze problems, and collect information required to make an accurate conclusion
- Intermediate computer skills in Microsoft Office Suite, with the ability to learn and use new software
- Ability to understand, interpret, and effectively communicate University and sponsor guidelines, policies and practices to key stakeholders
- Critical thinking and discernment skills to assess risk to the University related to research contracts and agreements
- Familiarity with University policies and procedures preferred
- Excellent verbal and written communication skills and confidence dealing with all levels of the organization
- Advanced ability to effectively communicate (orally and in writing), lead business discussions and train others
- Demonstrated oral and written communication skills with an emphasis on proposal development and presentation to internal contacts up to senior management
- Demonstrated commitment to ongoing learning and professional development
- Ability to understand customer needs and expectations and provide excellent customer service directly and indirectly to satisfy expectations
- Strong customer service skills to handle enquiries and resolve issues in a professional and timely manner
- Positive, outgoing attitude with genuine customer service orientation
- Strong client focus and a desire to achieve results is essential
- A strong record of teamwork with the motivation and ability to work independently with little supervision
- Demonstrated ability to work independently and achieve results
- Self-driven, independent thinker who is highly motivated and possesses an intrinsic passion for quality

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.