

Contracts Specialist

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.

Position Description:

SickKids is inviting candidates to apply for the eighteen month contract position (maternity leave coverage) of *Contracts Specialist* now available in the Research Institute. The *Contracts Specialist* will support 600 basic and clinical Scientists and their teams by drafting, reviewing, and negotiating research funding awards and agreements.

Reporting to the Business Supervisor, Grants Management Office, the successful candidate will support and facilitate grant and industry funded research agreements at SickKids. With support as required from SickKids Legal and Financial Services, the Contract Specialist will review, negotiate, and administer a high volume of funding and related research agreements with granting agencies, collaborating institutions, research consortia and pharmaceutical companies or Contracts Research Organization (CRO). Consulting with internal parties and negotiating with external parties as required, the Contracts Specialist will ensure that such agreements are consistent with SickKids and funding agency policies and do not expose the 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.

The successful candidate will be a customer service oriented, highly organized, motivated, independent, and productive individual who genuinely cares about scientific research and has the desire and ability to continuously learn new things, apply that knowledge, work closely as a team, and invent better ways of doing things. We are open to candidates with previous contracting experience and we are open to candidates who have no such experience but are otherwise well suited for the position.

Here's What You'll Get to Do:

- Review, negotiate, and administering a high volume of funding and related research agreements with granting agencies, collaborating institutions, research consortia and pharmaceutical companies or Contracts Research Organization (CRO)
- Provide support and advice on the financial aspects of research grant agreements, including project budgets, and coordinating multi-site subgrant agreements with other universities and hospitals and institutions.
- Ensure that agreements terms are consistent with SickKids and funding agency policies and do not expose the SickKids or its researchers to excessive administrative or financial risk.
- Create and administer research fund accounts using PeopleSoft Grants software.

- Learn, invent, and implement new processes, tools, and procedures to help us do the things we do better.

Here's What You'll Need:

- An Undergraduate degree or completion of some other formal post-secondary education program is required.
- A high level of literacy, numeracy and analytical skills; superior organizational skills; a proven work ethic and customer-service ethos are all required.
- Demonstrated Business or Financial experience working with budgets, familiarity with health science research granting agencies and processes, knowledge of medical and scientific terminology, experience with drafting, reviewing and/or negotiation of contracts.
- Experience working in an academic, research, or healthcare environment is an asset.
- Previous experience in grant management as 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.
- General resourcefulness and an ability to quickly find, learn, and assimilate new information is a must.
- Ability to consistently apply principles and policies to novel situations and enforce 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 are a must.
- Excellent interpersonal skills, tact, judgment, and discretion.

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:

Tip: Combine your cover letter and resume into **ONE** document 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.

To apply please visit <http://www.sickkids.ca/CareersVolunteering/careers/index.html> - **Job #10767**