

**EMPLOYMENT OPPORTUNITY**  
**Ottawa Heart Institute Research Corporation**

**Contracts Specialist**

<b>Unit/Dept</b>	Ottawa Heart Institute Research Corporation		
<b>Reports To</b>	Legal Counsel	<b># of Vacancies</b>	1
<b>Start Date</b>	As soon as possible	<b>Salary Range</b>	Commensurate with experience
<b>Job Type</b>	Permanent	<b>Schedule Work Hours</b>	Monday to Friday 25 hours/week, with a possibility of 37.5hrs after probationary period

**Function:**

Working in conjunction with and under the supervision of the Legal Counsel, the Contracts Specialist will review, draft, administer, and negotiate contracts and other agreements with Canadian and international funding agencies, research institutions and private sector companies for basic and clinical research activities at the University of Ottawa Heart Institute (UOHI) and the Ottawa Heart Institute Research Corporation (OHIRC), the research and contracts arm of UOHI. The Contract Specialist will provide support and guidance to researchers, administrators, and external clients on management and execution of contractual research projects according to OHIRC policies.

**Summary of duties, but not limited to:**

1. Draft, review and negotiate all types of research agreements, including but not limited to, material transfer agreements, data sharing agreements, inter-institutional agreements, clinical trial agreements with industry sponsors, etc.
2. Draft, review, advise and/or negotiate a broad range of commercial agreements including non-disclosure agreements, licenses, services agreements, and contractor/consultant agreements, and amendments to these agreements
3. Draft contract templates from precedents
4. Review all clinical trial submissions with a view to assessing institutional risk, and ensuring compliance is achieved by applying legal acumen
5. Act as a liaison between various parties regarding contract matter
6. Manage contract process through OHIRC's contracts management system Agiloft
7. Other related duties as assigned by Legal Counsel

**Basic Requirements**

- A degree in law, legal studies, Public Health, or other relevant degree
- A minimum of three (3) years experience working with contracts and legal documents and contract negotiation at a research institute, or in private practice, academia, industry, or government
- Strong contract drafting skills with a technical competent and practical approach
- Knowledge of privacy in a healthcare environment
- Knowledge of principles and methods of research administration
- Understanding of legal, academic research, and health system trends
- Attention to detail, with an ability to spot issues and/or errors
- Working knowledge of computers and software programs (Groupwise, Excel, Adobe) and file management systems

- Knowledge of applicable legislation and acts, regulations and compliance governing human research (e.g. PHIPA, HIPPA, GDPR, Health Canada regulations, Good Clinical Practice, Tri-Council Policy Statement)

### **Skills and Knowledge Required**

- Ability to multi-task, overseeing multiple projects on an ongoing basis
- Excellent communication skills – verbal and written
- High level of independence, resourcefulness and decision making skills to function effectively with minimal supervision
- Ability to work both independently and in a team environment
- Exceptional comprehension and critical analysis skills
- Highly motivated and creative to meet the challenges within a complex academic research environment
- Ability to handle high pressure situations and meet strict deadlines
- Tech-savvy is an asset

### **Contact Info:**

Please send a cover letter and CV to:

#### **Heather-Jean L. Pearce-Grivon**

Legal Counsel, Manager of Legal Affairs

Email: [hpearce-grivon@ottawaheart.ca](mailto:hpearce-grivon@ottawaheart.ca)

*We thank all applicants for their interest. However, only those invited for an interview will be contacted. The University of Ottawa Heart Institute is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process.*

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