



Western Research

Job Title: Manager, Compliance Programs and Education

Reference: 16847

Location: UWO Main Campus

Faculty/Unit: VP Research - Research Western

Full/Part Time: Full-Time

Employee Group: PMA - Professional and Managerial Association

Appointment Type: Continuing

Appointment Status: Regular Full-Time

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 16

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

Research Western provides strategic and administrative support to foster a culture of research excellence that enhances Western University's profile on the global stage.

The mission of the Office of Research Ethics is to assist the University and its affiliated institutions to create a research environment in which participants (animal and human) are protected and to ensure responsibilities are implemented according to the relevant ethical standards, by promoting awareness of research ethics amongst faculty, staff and students, by independently reviewing research proposals in accordance with the guiding ethical principles set forth by the Tri-agency Framework (Responsible Conduct of Research, TCPS 2, OMAFRA and CCAC), and to put into place mechanisms for the protection



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of animal and human participants in ongoing research conducted under the auspices of Western University.

Responsibilities

Under general direction and with delegated authority, the Manager, Compliance Programs and Education is responsible for supporting and promoting a culture that fosters and encourages commitment to the ethical and responsible conduct of research at Western through development, implementation and management of a research compliance program. The incumbent provides guidance, acts as a resource, educator and subject-matter expert regarding institutional and regulatory processes, and requirements, delivering client-oriented services that support the University's research initiatives and endeavours.

Qualifications

Education:

- Undergraduate Degree

Experience:

- 7 years experience in a role supporting research ethics and compliance functions and processes in an academic environment
- Experience in a role supporting research ethics and compliance in the areas of human, animal and biosafety ethics is preferred

Knowledge, Skills & Abilities:

- In-depth knowledge of laws, regulations, policies and guidelines governing internal and external research ethics and compliance matters in an academic environment
- Knowledge of federal, provincial and local rules and regulations regarding institutional compliance, scientific misconduct, breaches and conflict of interest
- Knowledge of national and international principles of responsible conduct of research and research ethics as applicable
- Critical thinking and discernment skills to assess risk to the University
- Ability to deal confidentially with information that has financial, political, regulatory and reputational implications



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- Oral and written communication skills, with an emphasis on development of educational materials and delivering presentations
- Ability to prepare reports, analyze data and summarize findings delivering succinct information to senior leaders
- Verbal communication skills to translate information into easily understood terms, summarize information and provide a rationale for action
- Ability and willingness to employ a consultative and collaborative approach to addressing issues and making decisions
- Ability to handle details with a high-degree of accuracy and to organize and prioritize a high volume of work to meet deadlines
- Professional manner, tact, diplomacy and discretion in dealing with allegations and sensitive information
- Ability to provide guidance, support and feedback in ways that are positively received
- Intermediate computer skills in Microsoft Office Suite, with the ability to learn and use new software
- Possess a reputation for resourcefulness, with a strong sense of accountability and initiative
- Ability to understand, interpret, and effectively communicate University guidelines, policies and practices to key stakeholders
- Ability to handle complex, ambiguous situations with diplomacy, calmness and good judgment
- Ability to evaluate issues, recognize potential problems and take action to proactively resolve concerns
- Proven ability and natural inclination to develop relationships by interacting with people in a professional, respectful and diplomatic manner
- Ability to work independently and effectively as a member of the team to achieve department goals
- Ability to find relevant information and stay up-to-date with changing regulatory requirements and emerging risks
- Ability to understand, interpret and effectively communicate University guidelines, policies and practices to key stakeholders
- Ability to create effective communication channels to collaborate, share information, prevent conflicts, and resolve issues to facilitate a smoothly functioning compliance program
- Ability to make decisions and be accountable for the decisions made
- Ability to communicate across all levels of the organizational hierarchy and externally
- Ability to foster an environment where people feel comfortable and safe seeking information



Background Checks

Please note, successful applicants will be required to produce a current Police Information Check from a police service prior to commencing employment.

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.