

Manager, Research Ethics

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Professional and Managerial Group

Manager, Research Ethics

Office of Research Services

Hiring #: 2019-0103

Please read the [Application Instructions](#) [1] before applying

The Office of Research Services (ORS) is a proactive, innovative, professional, and service-oriented unit that supports and adds value to the research enterprise. Its mission is to promote and support research.

The two Research Ethics Boards (REB) at the University of Guelph are responsible for reviewing all research projects undertaken at the University that involve human participants. Working with the Chairs of the REB and reporting to the Associate Vice-President Research Services (AVPRS), the Manager of Research Ethics is responsible for the development and implementation of the University of Guelph's research ethics review program. This program must be in compliance with pertinent regulations (e.g., Tri-Council Policy Statement – TCPS) to ensure appropriate review and protection of human participants in research conducted by (or involving) faculty, staff, postdoctoral fellows, and students at the University of Guelph. The Manager is also responsible for oversight of the Research Ethics unit, providing leadership, mentorship and training to staff.

Key duties include: 1) managing the administrative review of REB protocols through all stages of submission; 2) critically reviewing some protocols designated for the Manager's delegated review; 3) overseeing the provision of administrative support to the two university Research Ethics Boards (General REB and Natural, Physical and Engineering Sciences REB); 4) maintaining in-depth knowledge of human ethics guidelines, regulations and laws applying to research activities conducted under the auspices of the University and using this knowledge to advance ethics policies, procedures and processes; 5) serving as a resource and liaison on matters of human ethics policy and procedures for administration, researchers, technical staff, ethics board members, government authorities and regulatory bodies, as required; 6) keeping abreast of current developments and issues related to research ethics; 7) assessing the University's risk and identifying vulnerabilities in the human ethics program; 8) leading the development and delivery of an outreach program to build awareness of relevant issues in research ethics, changing requirements for ethics certifications and the submission/review process; and 9) overseeing Information Technology systems development, implementation and utilization.

The Manager works with a wide range of stakeholders across the university (e.g., faculty, students, postdoctoral fellows, staff, Associate Deans Research, University legal and privacy staff, staff of Computing and Communications Services, etc.) and REB Chairs and members. The Manager must also liaise effectively with outside groups, institutions and organizations such as ethics office staff at other institutions across the country, etc. The Manager must maintain positive and productive relationships with these stakeholders to effectively support, enhance and advance research ethics at the University.

A graduate degree in a relevant field (e.g., ethics) with a significant research component is required with at least three (3) years of progressive experience in research ethics administration (five years experience preferred), including experience at the senior administrative level. We are seeking an experienced leader with an effective and collaborative leadership style who is resourceful, creative and solution focused and who has the following competencies and skills:

- Demonstrated success in working with research ethics boards and several years experience in research ethics review processes.

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- Demonstrated success in an environment that is fast-paced, service-oriented, and sensitive to details.
- Strong knowledge and understanding of International, Federal and Provincial research ethics guidelines, regulations and law, including the Tri-Agency Policy Statement (TCPS).
- Working knowledge of privacy legislation, both federal and provincial.
- Demonstrated ability to stay abreast of new developments in the area of research ethics.
- Ability to foster a collegial and collaborative working environment and relationships with stakeholders.
- Excellent analytical and information synthesis skills.
- Superior mediation and negotiation skills.
- Excellent written and oral communication skills (English).
- Excellent interpersonal skills, diplomacy and tact.
- Superior judgement, problem-solving, time management, prioritization, organizational, and administrative skills.
- Ability to work independently but contribute effectively and positively in a team environment;
- Highly proficient computer skills, particularly with Microsoft Office (Word, Excel, Powerpoint), spreadsheets, databases, etc. The capacity to use technology to facilitate administrative work is essential.
- Experience and aptitude with electronic research ethics administration tools like online databases, submission portals, internet resources, spreadsheets and complex databases.
- Ability to remain calm under pressure and both adapt to and lead change.
- Ability to maintain confidentiality and appropriately handle confidential data and information.
- Strong work ethic with high initiative.
- Flexibility and enthusiasm for continued growth and improvement.
- Commitment to professional ethics and integrity.
- Working knowledge of science, the research process, and the ability to read primary scientific documents is an asset.

Position Number 545-019
Classification P05*

[Professional/Managerial Salary Bands](#) [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a [culture of inclusion](#) [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 03 04
Closing Date: 2019 03 18

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Links

[1] <https://www.uoguelph.ca/hr/careers-guelph/how-apply>

[2] <https://north.cfs.uoguelph.ca/hr/system/files/P&M%20Grid-Oct%2026,%202017%20-%20April%2030,%202020.pdf>

[3] <https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf>