

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital (WCH) is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Regular Full-Time** opportunity as a **Research Contracts Coordinator (Competition #93.17)** exists in the Women's College Research Institute, reporting to the Director, Research Operations.

Reporting to the Director, Research Operations, the Coordinator is an integral team member supporting the intake, review, negotiation, execution, administration, and tracking of Women's College Research Institute (WCRI) and WCH Institute for Health System Solutions and Virtual Care (WIHV) contracts. The incumbent must be willing to work collaboratively and cooperatively in a challenging and dynamic environment.

Summary of duties, but not limited to:

- Working closely with the Business Manager and Manager, Research Grants, reviews and drafts research agreements, including sub-grant, fund transfer, data sharing, material sharing, clinical study, services, amendments, and other research-related contracts for WCRI and WIHV
- Supports the Business Manager to identify and resolve key contractual issues relevant to WCRI and WIHV projects
- Negotiates standard contract terms and conditions with various external parties with special attention to financial arrangements, reporting requirements, disposition of intellectual property rights, publication rights, privacy, confidentiality obligations, and indemnity provisions
- Facilitates the intake, logging, and tracking of all incoming and outgoing WCRI and WIHV contracts
- Acts as first point of contact for research contract inquiries, including dissemination of information collection forms
- Accountable for contracts tracking documents and archives, including file retrieval
- Coordinates WCH research contracts signature process, including assembly, scanning, and sending of signature packages
- Collaborates with WCH staff, including Legal, Grants, Finance, Procurement, Privacy, Information Technology, and Research Operations, and external sites to retrieve documentation, answer basic inquiries, send and receive drafts, and give regular updates on contract status
- Collaborates with Grants Office to ensure appropriate cost centre balances exist for agreement-related financial disbursements
- Collaborates with WCH's Research Ethics Board (REB) to ensure that protocols reviewed by REB have an associated contract, where appropriate, and that execution of contracts does not occur until appropriate approvals for a study or project are in place
- Monitors active contract files and coordinates with concerned parties to ensure that contractual requirements are being met in a timely manner
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- College diploma or bachelor's degree is preferred (Law, Paralegal, or Law Clerk training preferred)
- Experience in contract preparation, review and negotiation
- Experience working in a research environment and/or an academic environment is an asset
- Excellent written, verbal, and interpersonal skills are essential
- Excellent organizational and administrative skills with attention to detail
- Ability to work independently with a high degree of initiative, discretion and tact
- Strong time management skills as well as experience prioritizing and working in a dynamic environment
- Proficiency in Microsoft Office including Outlook, Word, Excel, and Powerpoint
- Experience with Adobe Acrobat
- Good attendance record is required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital.
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

POSTING DATE: May 12, 2017

Please forward resumes via email to HR@wchospital.ca with your name and the competition number 93.17 in the subject line. (Example: Jane Smith, 1.17)

We thank you for your interest; however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.