



## **Research Ethics Coordinator**

Reference: 27074

Location: UWO Main Campus

Faculty/Unit: VP Research – Western Research

Department: Research Ethics

Employee Group: PMA - Professional and Managerial Association

Appointment Type/ Status: Continuing/ Regular Full-Time

## **Classification & Regular Hours**

Hours per Week: 35

Salary Grade: 13

## **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**

The mission of the Office of Human Research Ethics is to assist the University and its affiliated institutions to create a research environment in which human participants are protected, and to ensure responsibilities are implemented according to the relevant ethical standards. The Office accomplishes this by promoting awareness of research ethics amongst faculty, staff and students, by facilitating the review of research proposals in accordance with the guiding ethical principles of the Tri-Council Policy Statement, and to put into place mechanisms for the protection of human participants in ongoing research conducted under the auspices of Western University.

## **Responsibilities**

The Research Ethics Coordinator (REC) will support and facilitate the review of research ethics applications for the Health Science (HS) and Non-Medical (NM) Research Ethics Board's (REBs). The REC will assist the Ethics Officers and the REBs with the research ethics review process, including ensuring that applications are complete and compliant with internal and external standards, regulations and guidelines, and reviewing and recommending research protocols for approval, as appropriate.



# Western Research

## **Qualifications**

### Education:

- Undergraduate Degree in a Research discipline
- Masters degree, Professional Certificate in clinical trials or clinical research (e.g., Certificate in Clinical Trials Management, Society of Clinical Research Associates) preferred

### Experience:

- 3 years' experience supporting research administration

### Knowledge, Skills & Abilities:

- Ability to communicate and liaise effectively with researchers and research staff at Western University, its affiliated hospitals and institutes
- Ability to work in a fast-paced environment, meet tight deadlines and adapt to growth and change
- Ability to write clear, concise procedural documentation
- Ability to understand customer needs and expectations and provide excellent customer service directly and indirectly to satisfy expectations
- Ability to work well under pressure and handle multiple conflicting priorities in a fast-paced environment with frequent interruptions
- Ability to coordinate and support interactions of various stakeholders with challenging schedules
- Ability to work independently and effectively as a member of the team to achieve department goals
- Ability and willingness to stay abreast of various complex and nuanced local, national and international guidelines and have strong knowledge of ethical issues in research involving human participants
- Intermediate computer skills in Microsoft Office
- Knowledge of general office procedures including records management systems

## **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, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.



# Western Research

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](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

**Please Note:**

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVID-19 Vaccination Policy.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.