



Position:	Research Ethics Coordinator
Site:	MaRS Centre, Toronto
Department:	Ontario Cancer Research Ethics Board (OCREB)
Reports To:	Research Ethics Manager
Salary:	Commensurate with level of experience
Hours:	35 hours/week
Job Type:	Hybrid
Status:	Full-time, Permanent

The Ontario Institute for Cancer Research (OICR) is seeking an experienced Research Ethics Coordinator (REC) for its Ontario Cancer Research Ethics Board (OCREB) program. The REC is integral to the operations of OCREB and serves as the primary liaison between OCREB and the research teams.

The REC is responsible for coordinating and managing all aspects for the submission, review, revision and approval of research protocols within OCREB via an online system. The REC must be familiar with the most recent ethical standards as captured in the Tri-Council Policy statement and be able to communicate effectively with OCREB members, researchers, research coordinators and other staff at institutions throughout Ontario, as well as with other external stakeholders in the broader research community such as study sponsors and regulatory bodies such as Health Canada. The REC supports the OCREB Chair, Vice-Chairs and members and reports to the Research Ethics Manager. This is a hybrid working environment, anticipated to be on-site once a week.

New employees who may be required to work at OICR offices are required to be fully vaccinated for COVID-19 subject to the duty to accommodate on the basis of protected grounds pursuant to the Ontario Human Rights Code.

Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date.

As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis.

To learn more about working at OICR, visit our [career page](#).

The responsibilities include:

- Coordinates and manages submissions through all aspects of the review process (full Board or delegated), from submission to approval/final decision via an online system
- Conducts an administrative review of assigned submissions to assess for completeness and for compliance with OCREB policies and SOPs and applicable standards, regulations and guidelines
- Assists with the preparation of meeting agendas, reviewer assignments and minutes
- Attends OCREB meetings and distills complex discussions, consolidating key oral and written OCREB comments, recommendations and concerns into formal letters to researchers
- Ensures that OCREB decisions are accurately communicated to researchers in a timely manner
- Maintains accurate documentation of discussions and decisions

- Communicates and coordinates with the Chair, Vice-Chair or other OCREB members as applicable to facilitate a final decision
- Works collaboratively with the Research Ethics Manager, the Research Ethics Officer, the Chair, the Vice-Chairs and OCREB members to ensure consistency in the application of OCREB policies and to ensure compliance with regulations, guidelines and policies throughout the ethics review processes
- Serves as a resource for researchers/research teams on regulations and guidelines governing the ethical conduct of research and on OCREB requirements
- Fosters effective communication with internal and external stakeholders
- Participates in and contributes to regular OCREB team meetings
- Contributes to the development, implementation and communication of policies and procedures
- Willing to engage in special projects, when possible

Qualifications:

- Experience in clinical research conducting trials, or acting as a research coordinator or monitor
- Sound knowledge of clinical trial conduct, including front-line experience with study participants
- Experience in oncology clinical trials preferred
- Research ethics experience highly desirable
- Sound knowledge of the regulations and guidelines governing clinical research and research ethics
- Computer proficiency
- Excellent interpersonal, communication and problem-solving skills
- Strong analytical, critical thinking, organizational and time management skills
- Ability to synthesize findings and to judge and substantiate the significance of the findings
- Ability to make thoughtful, informed, and thorough decisions
- Ability to analyze problems, identify key information and issues, and effectively resolve
- Ability to handle details with a high degree of accuracy and to organize and prioritize a high volume of work to meet both internal and external deadlines
- Ability to work both independently and within a collaborative team environment

OICR is a collaborative, not-for-profit research institute accelerating the development of new cancer research discoveries for patients around the world while maximizing the economic benefit of this research for the people of Ontario. We are dedicated professionals who bring expertise to each of our roles. We are looking for individuals who share our values of excellence, innovation, collaboration, impact, responsibility and community.

Launched in December 2005, OICR is an independent institute funded by the Government of Ontario through the Ministry of Colleges and Universities.

For more information about OICR, please visit the website at www.oicr.on.ca.

CLOSING DATE: UNTIL FILLED

OICR is committed to fostering a climate of equity, diversity, inclusion, and accessibility. This commitment is central to, and mutually supportive of, our research excellence mandate. We welcome and respect the diversity of all members of our community and we support an inclusive culture for all. We welcome all applicants, and encourage applications from racialized persons, Indigenous Peoples, women, persons with disabilities, LGBTQ2S persons, and others who may contribute to furthering a diversity of ideas within our community. OICR is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience. Providing an accessible workplace and recruitment process is important to us, as described in our Accessibility Plan (<https://oicr.on.ca/accessibility/>). Should you require accommodation during any stage in the recruitment process, please complete the form at the bottom of page <https://oicr.on.ca/careers/>. Information received related to accommodation will be handled confidentially.

The Ontario Institute for Cancer Research thanks all applicants. However, only those under consideration will be contacted.

Resume Format: If you elect to apply, you will need a text or HTML version of your resume so that you can cut and paste it into the application box provided. Before you submit the completed application, you will be asked to attach one or two files to your application. **Please attach your resume as a .pdf or .doc file.**