



Research Agreements Officer Comp. #641

[TRIUMF](#) is Canada's particle accelerator centre, and one of the world's leading laboratories for particle and nuclear physics and accelerator-based science. We are an international centre for discovery and innovation, advancing fundamental, applied, and interdisciplinary research for science, medicine, and business.

We currently have a temporary part-time opportunity available for an administrative professional who will join our Office of Research Services as a Research Agreements Officer. In this role, you will be responsible for drafting, reviewing, negotiating and finalizing complex grant agreements between TRIUMF and government agencies, universities, and other collaborators. The position is offered for a 12-month term, and during this period you will have an opportunity to increase your skills and experience in Research Services while playing an integral role in the activities of a high profile national research facility. Your responsibilities will encompass a variety of tasks in areas such as agreements, compliance reviews and risk assessments. Specific areas of responsibility include, but are not limited to:

- Drafting, reviewing and providing recommendations on research-related agreements, such as funding agreements (government, foundation, foreign) and non-funding agreements (confidentiality, collaboration, M.O.U., material transfer)
- Ensuring awarded grants adhere to TRIUMF and funder policies and procedures
- Identifying the need for compliance reviews and preparing information and documentation for these reviews
- Preparing information and documentation for simple and complex negotiations
- Effectively communicating TRIUMF and funder administrative and financial administration requirements to researchers, administrators and other administrative staff
- Providing assistance and advice to researchers and other members of the TRIUMF community with respect to pre- and post-research agreements administration
- Performing initial risk assessment, identification, negotiation and protection of the legal and financial rights and obligations of TRIUMF
- Assisting with identifying and reporting on key performance indicators, and identifying items that may be included in TRIUMF's risk registry
- Liaising with TRIUMF Innovations as required to support and facilitate commercialization activities
- Assisting with research administration policy development or amendment as require

As our ideal candidate, you are detail oriented, organized, and can effectively manage your time while dealing with changing priorities. Your other skills and qualifications include:

- Knowledge of relevant federal, provincial and local regulations relevant to the conduct of research
- Familiarity with Canada's funding agencies' research policies, rules, regulations and best practices
- A demonstrated ability to prepare various types of agreements
- A demonstrated knowledge of the theories, principles, and practices of contract law, and/or the contract review process
- The ability to assess, think critically, and apply the concepts needed to review and analyze complex terms and conditions in research agreements
- Experience using databases, and word processing and spreadsheet applications with MSOffice 365
- Excellent project and time management skills, and the ability to execute and follow through on tasks

- Exceptional interpersonal and written and verbal communication skills, with the ability to interact productively and professionally with a wide range of internal and external stakeholders
- An ability to work both independently and collaboratively in a team setting
- An undergraduate degree, preferably in areas such as legal, business or a related discipline. Courses in science administration/business or contract or intellectual property law would be an asset. At least 3 years relevant experience in research grants and contract administration in an institutional setting (post-secondary or agency), or an equivalent combination of education, training and experience.

TRIUMF offers a creative, diverse and inclusive team environment working with brilliant individuals. We are located in Pacific Spirit Park on the campus of the University of British Columbia in beautiful Vancouver, BC. On-site amenities include a café and secure bicycle storage.

This term positions offers attractive health benefits and a competitive salary.

Applicants must be legally able to work in Canada for the duration of the term.

TRIUMF is an equal opportunity employer committed to diversity in the workplace, and we welcome applications from all qualified candidates. Your complete application package should be submitted by email to recruiting@triumf.ca and will include the following in one complete PDF file:

- Subject line: Competition 641
- [Employment Application Form](#)
- Cover letter indicating salary expectations
- CV

Applications will be accepted until 2018-05-14