

Health Research Ethics Authority (HREA)

ETHICS OFFICER

(Five Year Contractual Position)

This position is funded by the HREA

The Health Research Ethics Authority is an independent, non-profit corporation established to ensure that all health research conducted with human participants in Newfoundland and Labrador (NL) is conducted in an ethical manner and to enhance public awareness of the ethical dimension of health research. The HREA is committed to fostering an environment of excellence in research ethics review and strategic foci include engaging in activities to generate knowledge in relation to the ethical conduct of health research and promoting the integrity of the health research environment. The HREA is a unique organization where it establishes research ethics boards under legislation (the HREA Act) and provides ethics review services at a provincial level through the Health Research Ethics Boards (HREBs).

The mandate of the HREBs is to review health research on behalf of the HREA. The HREA Act requires all research with human participants living in NL – whether that research is conducted by academic researchers, students, clinicians, or representatives of health agencies – to undergo review and approval by an HREA-approved research ethics board. The HREB also reviews research on behalf of Memorial University. This is a service provided to all academic researchers and students at MUN. This is a service provided to all academic researchers and students at MUN and is not limited to research under the authority of the HREA but includes health research conducted outside of the province by MUN researchers.

DUTIES

The HREA is looking to hire an Ethics Officer who will be responsible for supporting the work of the provincial HREBs and coordinating the work of the provincial Ethics Office staff. The Ethics Officer will report to the Ethics Director of the HREA. Duties include overseeing the provincial ethics review process (e.g. managing the HREB application process; providing expertise in HREB operations and conduct of health research and ensuring compliance with applicable regulations, policies and standards; acting as a liaison to researcher, the HREBs, research staff, sponsors and regulators; supporting the Director in planning, coordinating and implementing education programs) and managing the research ethics office (e.g. providing day-to-day management of the Ethics Office staff; supporting the Director in the implementation, maintenance and continued improvement of the ethics review process; and providing support to HREB advisory groups and committees convened to advise on matters relating to the research ethics review process, including drafting policies, standard operating procedures and training/education materials in accordance with defined specifications and applicable regulations/policies).

QUALIFICATIONS

Experience (3-5 years) in health research and research ethics. Completion of an undergraduate degree in a health-related or ethics field; or any equivalent combination of experience and training. Strong leadership and project management skills and experience working on committees/working groups is required. Knowledge of regulations and guidelines governing health research and research as well as experience with the operations of a Research Ethics Board(s) and Office(s) are considered assets.

The ideal candidate will have demonstrated management experience, interpersonal and team-building skills and strong decision-making abilities. Effective communication skills (written and verbal), good time management and organizational skills are required. In addition, the candidate will have superior critical thinking and project planning/tracking skills, attention to detail, as well as the ability to multitask, prioritize work effectively with competing priorities and demonstrate initiative.

SALARY	\$59,856 - \$81,622 per annum (Management and Professional)
CLOSING DATE	January 05, 2018
COMPETITION NO.	VPC-17-05

To apply for this position, please visit us at www.mun.ca/careers and click the “APPLY ONLINE” button at the bottom of our ad. Applications must be received by **the end of the business day** on the competition closing date. For enquiries, contact the Department of Human Resources, 4th Floor, Arts & Administration Building, Elizabeth Avenue, St. John's, phone (709) 864-2434 or fax (709) 864-2700.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

Please be advised that we are unable to provide updates on current competitions.

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