



POSITION DESCRIPTION

POSITION: Research Compliance Manager (RCM)

DEPARTMENT: Office of Research Services (ORS)

JOB NUMBER:

DIVISION: Research, Innovation, and Graduate Studies **DATE REVISED:** Aug 15, 2022

ORGANIZATIONAL STRUCTURE

This role reports to the Director, Research, Innovation, Scholarship, and Entrepreneurship Services in the Office of Research Services (ORS). Reporting to this position are Research Ethics Coordinator, Animal Care Coordinator, and Equity, Diversity, Inclusion, and Decolonization (EDID) Specialist (planned), in addition to research services/administration employees appointed from time to time.

PRIMARY FUNCTION

The RCM is an institutional research compliance role with university-wide oversight to ensure that KPU is following all research-related compliance regulations and requirements of municipal, provincial, and federal departments and agencies, as well as major research sponsors. The RCM complements and collaborates with the DBM and the Research Counsel (planned) in addressing all research compliance matters other than research finance, and research agreements.

The RCM is guided by KPU's master Agreement on the Administration of Agency Grants and Awards by Research Institutions with the Tri-agencies, in addition to various statutes and regulations, as well as other legal obligations and commitments in effect from time to time. The RCM develops, implements, and oversees the necessary policy frameworks, guidelines, processes, systems (including controls), to ensure compliance at all research centres, institutes, laboratories, programs, projects and initiatives as required.

Administrative oversight and expertise will be provided on matters such as responsible conduct of research, research involving humans, use of animals in teaching and research, equity, diversity inclusion, and decolonization, cannabis research, licenses for field research, radioactive materials, food and drugs, impact assessments, national security requirements for research partnerships and export controls, controlled goods and new and emergent compliance matters (e.g. government-related sanctions). The RCM also liaises with KPU's Biosafety Committee and KPU's license holder for Public Health Agency of Canada (PHAC) biosafety certification as it relates to research compliance on Laboratory Biosafety Guidelines.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to staff by coaching, guiding and modeling key behaviors/strategies, encourages dialogue and provides guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet



target dates and ensure alignment of team goals. Monitors, manages and assesses performance of team members.

2. Fosters an environment of collaboration and a strong service excellence culture. Inspires, motivates and guides team members by fostering commitment, team spirit and trust.
3. Provides guidance to the KPU research community with regards to research policies, procedures and practices in order to comply with research compliance requirements. Provides guidance to KPU research community on compliance and advice to facilitate resolutions in matters concerning research compliance.
4. Contributes to the planning, development, implementation and evaluation of the departmental strategic/business plan. Develops, and implements, short- and long-term departmental goals and objectives, including changes to operations, processes or programs, to ensure research compliance.
5. Develops strategic goals, measurable objectives and evaluation methods to ensure research compliance requirements are met and/or exceeded. Drafts plans, policies, procedures, guidelines, standard operating procedures, memos, guides, and reports that are meticulous, well researched/investigated and defensible when contested or challenged (e.g. in a legal proceeding).
6. Manages the development, analysis and reporting of KPU research compliance initiatives, activities and performance. Works closely with formal committees or boards at KPU established to fulfil these activities, enabling continuity in face of term-limited members. Ensures that these boards or committees are adequately supported and accountable to fulfil their mandate.
7. Performs day to day administration, leadership, planning, and management of research compliance matters at KPU to meet relevant laws, obligations, and commitments. Establishes guidelines, processes, and systems to train, monitor, and report to internal and external stakeholders. Establishes new research compliance systems and initiates changes to existing enterprise (e.g. Romeo) and departmental systems as needed.
8. Ensures research compliance requirements are met and that policy frameworks, agreements, and laws are followed. Undertakes or participates on investigations, serves as witness or provides evidence, and implements disciplinary measures in accordance with institutional policies, and employment agreements. Communicates frequently with external legal counsel, especially lawyers and law firms with specialized expertise in topical areas.
9. Serves as KPU's lead subject matter expert on research compliance in accordance with the requirements of the Tri-Agency Framework: Responsible Conduct of Research as required by Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council. Ensures that KPU researchers are aware of their individual responsibilities in accordance with the Tri-Agency Framework: Responsible Conduct of Research.
10. Interfaces with or participates on the Research Ethics Board, and participates on investigations and disciplinary matters. Helps researchers comply with Tri-agency requirements on research



involving human pluripotent stem cells. Tracks training by members of KPU community on TCPS-CORE, and liaises with the Panel on Research Ethics for interpretations.

11. Liaises with the Animal Care Committee (ACC), scientific merit review committees(s), and pedagogical merit review committee(s), related Senate Committees and the Canada Council on Animal Care. Ensures that KPU applies for, secures, and maintains Good Animal Practice Certification.
12. Ensures that environmental impact assessments are in place for all research activities where required.
13. Assists researchers with securing permits with appropriate jurisdictions as may be necessary.
14. Works closely with KPU's Biosafety Committee and KPU's PHAC biosafety license holder to ensure compliance with the Laboratory Biosafety Guidelines.
15. Advises researchers on Tri-agency and other government requirements, such as Policy on Research Involving Controlled Goods and Information.
16. Collaborates with Occupational Health and Safety, Facilities, and Organizational Risk and Campus Security teams as may be necessary to ensure compliance.
17. Advises researchers on open access publishing requirements in compliance with Tri-agency policies, and collaborates with the Library on training and resources as may be necessary to secure compliance.
18. Serves as KPU's subject matter expert on research compliance with respect to Canada's Food and Drug Act.
19. Liaises with Health Canada as an institutional representative and ensures that KPU complies with all requirements concerning issued licenses and other requirements of the Cannabis Act.
20. Advises as KPU's internal expert on research compliance with respect to national security requirements in research. Establishes procedures, guidelines, processes, and systems as may be necessary to ensure KPU is compliant with new and emerging requirements from the federal government in this area.
21. Co-leads the development of institutional research data management strategy together with the Library and IT Services to meet Tri-agency requirements. Helps acquire IT infrastructure and develops policies, procedures, and guidelines, and resources as may be necessary to ensure that KPU meets its compliance requirements.
22. Serves on the Task Force on EDI in Research and Scholarship, and co-monitors attainment of goals in the Dimensions Charter, the emergent institutional EDI Action Plan and the recommendations of the Task-force on Anti-Racism.
23. Advises the KPU community on research compliance with respect to Indigenous research, including the First Nations Principles of OCAP™ (Ownership, Control, Access and Possession), BC's Declaration on the Rights of Indigenous Peoples Act, and the BC Human Rights Code.



24. Serves as the designated KPU representative with research compliance regulators and advocacy groups, as needed. Communicates regularly with regulators to ensure ORS and the KPU research community are fully aware of the relevant and current research compliance requirements. Facilitates internal communication to improve research compliance processes and promotes strong internal controls.
25. Stays up to date on new and emergent compliance matters (for example, sanctions concerning various countries¹). Alerts and educates other key parties across KPU, address resources need, and develops plans and roadmaps to ensure compliance.
26. Supports the Director and the Associate Vice President, Research, Innovation and Graduate Studies by participating in several institutional committees (e.g. Privacy Committee), task forces, and work groups.
27. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, educational seminars, training programs, etc.
28. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- Master's degree with research experience is required.
- An additional degree in business, environmental studies or law is desirable.
- Minimum five years of research administrative experience, preferably in the Canadian post-secondary system or a regulated industry, with increasing levels of responsibility.
- An equivalent combination of education and experience may be considered.

QUALIFICATIONS

- Demonstrated knowledge of various compliance requirements required for administering publicly funded research and innovation at Canadian post-secondary institutions.
- Demonstrated team leadership and the ability to engage and motivate employees, to work collaboratively as an effective team player with all levels of the organization.
- Superior writing, reading, critical thinking, and presentation skills.
- Superior research skills, ability to locate, interpret, and rely on authoritative sources, interpretations, ruling and decisions.
- Proven ability to deal with sensitive situations that call for the use of diplomacy, tact and professionalism in the delivery of information and explanations.
- Exceptional judgment, discretion and the ability to maintain a high degree of confidentiality in highly sensitive matters.
- Ability to plan and manage multiple projects in a rapidly changing environment, effectively prioritizing work to meet departmental goals to ensure research compliance.
- Demonstrated innovation and change management skills which include supporting and encouraging new ideas and approaches to build organizational efficiency.
- Knowledge of external research agencies, administrative and reporting requirements.



- Intercampus, provincial, and national travel is required, possession of a valid driver's license and access to a vehicle is preferred.