

**OFFICE OF RESEARCH SERVICES
RESEARCH CONTRACTS OFFICER
FULL-TIME TERM POSITION
COMPETITION #70E16**

The Office of Research Services (ORS) is responsible for research administration within the University of Prince Edward Island. <http://research.upei.ca/> Reporting to the Strategic Research Initiatives Manager, the Research Contracts Officer will provide support to the Vice-President Academic and Research, ORS staff, Synapse, researchers, and other departments in the development, review, and interpretation of various types of legally binding research and technology transfer agreements.

RESPONSIBILITIES:

- Receive and respond to inquiries from researchers, Synapse, sponsors and other departments relating to the development and interpretation of research agreements
- Negotiate and liaise with sponsors, researchers, Synapse and others to develop and draft legally binding agreements including collaborative research contracts, amendments, sub-agreements, fee-for-service, inter-institutional, MOUs, research participation, license, technology assignments, material transfers, etc.
- Review sponsor-initiated agreements to ensure contract language meets UPEI requirements and to advise the parties involved about the impact of specific terms and conditions
- Provide guidance to researchers and staff in the preparation of research-related fee-for-service contracts and inter-institutional agreements
- Review internal research administrative approval forms and budgets to ensure compliance with UPEI policies and adherence with the approved project description
- Co-ordinate the contract review and signature process, ensuring all required documentation is in place and approved prior to execution of the agreements
- Following execution of agreements, ensure all pertinent documentation is summarized to enable timely distribution and tracking of agreements and opening of accounts
- Liaise and negotiate with sponsors and other parties the terms and conditions to amend or terminate contractual agreements

QUALIFICATIONS:

- University degree and minimum of two years related work experience
- A Bachelor of Law degree would be considered an asset
- Demonstrate the ability to prepare various types of agreements
- Demonstrate the ability to work independently
- Demonstrate knowledge of the theories principles and practices of contract law, indemnity and contract review process
- Demonstrate interpersonal, communication, and presentation skills
- Demonstrate strong problem solving skills and the ability to prioritize and handle multiple tasks
- Must have experience interacting with various levels of a large organization

TERM: August 1, 2016 to July 31, 2019 (Term may be reduced or extended depending on performance, available funding and departmental requirements)

HOURS: 37.5 hours per week

SALARY: Commensurate with qualifications

CLOSING DATE: July 27, 2016

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the link posted on the UPEI Human Resources website (www.upei.ca/hr/)

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue, Charlottetown, PEI C1A 4P3, Fax Number (902) 894-2895.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. The University of Prince Edward Island is committed to gender equity in employment.

Only those applicants who are invited to an interview will be acknowledged.