



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/01

## Research Ethics Coordinator

<b>Job ID</b>	<b>F3-BC-BE-AE-6E-11</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F3-BC-BE-AE-6E-11">https://careers.indigenous.link/viewjob?jobname=F3-BC-BE-AE-6E-11</a>	
<b>Company</b>	Ontario Institute For Cancer Research	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-04-11	To: 2024-10-08
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English	

### Description

#### About OICR

OICR is Ontario's cancer research institute. We bring together people from across the province and around the world to improve the lives of everyone affected by cancer. We take on the biggest challenges in cancer research and deliver real-world solutions to find cancer earlier and treat it more effectively. We are committed to helping people living with cancer, as well as future generations, live longer and healthier lives.

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

#### Job Details

Position: Research Ethics Coordinator

Location: MaRS Centre, Toronto

Department: Ontario Cancer Research Ethics Board (OCREB)

Reports To: Research Ethics Manager

Salary: Commensurate with level of experience; total compensation includes a competitive benefits plan, plus a defined benefit pension plan (HOOPP)

Hours: 35 hours/week

Job Type: Hybrid (1 day per week on-site)

Status: Full-time, Permanent

#### Position Summary

The Ontario Institute for Cancer Research (OICR) is seeking an experienced professional to fill the key role of 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. This position is permanent, full-time.

The REC is a key administrative position and 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 Coordinator 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 with anticipated on-site once a week.

#### Position Responsibilities

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 research ethics administration, or in clinical research conducting clinical trials or acting as a research coordinator or monitor with demonstrated experience working with research study documentation (e.g. application forms, protocols/proposals, consent forms, data collection forms) required.

Sound knowledge of clinical trial conduct, including front-line experience with study participants.

Experience in oncology clinical trials.

Research ethics experience.

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.

For more information about OICR, please visit the website at [www.oicr.on.ca](http://www.oicr.on.ca).

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

POSTED DATE: April 8, 2023

CLOSING DATE: Until Filled

### **How to Apply**

Click "Apply Now"

If you are interested in being considered for this position, please go to the job link above and click on "Apply" at the bottom of the page.

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 \(https://oicr.on.ca/accessibility/\)](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.

Resume Format: If you elect to apply, please click on the "Apply for this Job" button below. You will be required to enter contact details, and to attach your resume to your application. Please attach your resume as a .pdf or .doc file.

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