

## Regular – Contracts Officer – Lawson Administration

**Job ID** 80122 **Location** 750 Base Line Rd **Full/Part Time** Full-time **Regular/Temporary** Regular

### Posting Period

**Open:** September 9, 2021

**Deadline:** September 23, 2021



Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Lawson's Contracts team is responsible for the drafting, review, negotiation, approval and processing of research related contracts for institute research. Contracts vary in complexity from industry sponsored clinical trial agreements, inter-institutional agreements for investigator-initiated studies, multi-party memorandums of understanding, to material transfer, data sharing and confidential disclosure agreements. As part of this team, the Contracts Officer will engage and collaborate with appropriate stakeholders, manage institutional risk and provide effective and efficient service and support to researchers outside parties.

**Salary Range:** To Commensurate with experience

**Hours of Work:** 37.5 hours per week

### QUALIFICATIONS:

- Successful completion of an Undergraduate Degree in Law, Health Science or Biomedical Science-related program, or as otherwise acceptable by LHSC and Lawson
- Minimum of three (3) years recent, related experience in a similar role
- Knowledge of clinical research in a hospital environment preferred
- Knowledge of the acts, regulations, compliance legislation governing human participant and animal research preferred
- Proficient knowledge and demonstrated experience with contract review and negotiation with a preference for research related contracts experience
- Proficient knowledge of Office 365 suite, data base, and email system tools, particularly Word, Excel and Outlook
- Excellent and effective communication skills, both verbal and written
- Demonstrated ability to organize and prioritize effectively with exceptional time management skills
- Excellent attention to detail
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

*We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and LGBTQ2+ persons. We are committed to providing persons with disabilities equal opportunities and standards of goods and services, and are also fully compliant with the Accessibility for Ontarians with Disabilities Act (2005), as applicable.*

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Thank you for your interest in this opportunity. Only those applicants selected for an interview will be contacted.