



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00268</b>	Pay Grade:	<b>11</b>
JD Title:	<b>Research Contracts Advisor</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

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## General Description

Responsible for drafting, negotiating, and finalizing agreements between the University and external agencies while ensuring compliance with all appropriate University, funding sponsor, and government policies and regulations.

## Representative Duties & Responsibilities

- Draft and negotiate complex funding agreements for final approval and execution by authorized University officials ensuring compliance with all appropriate University, funding sponsor, and government policies and regulations.
- Write legal documents including, but not limited to, grants, contracts, material transfer agreements, non disclosure agreements, inter institutional agreements, collaborative agreements, and other occasional contracts.
- Write opinions regarding the advisability of execution of legal agreements for review by internal clients including faculty members and senior administration.
- Negotiate all liability and indemnification clauses in contracts.
- Explain and defend University policies in an effort to facilitate agreements between internal and external clients and collaborators.
- Inform internal clients of their contractual rights, responsibilities and obligations under agreements in which they are participating with a focus on ownership of intellectual property, ability to publish research results, insurance protection, indemnification, and deliverables.
- Advise academic administration and executives regarding proper insurance protection against liabilities, and intellectual property and indemnification conditions.
- Provide advice and assist faculty members with the preparation of budgets where agreements will subsequently be required.
- Act as a liaison between the University and external sponsors concerning policies, regulations and opportunities to obtain research support.
- Analyze scientific explanations of research projects and their accompanying contracts in order to identify intellectual property which must be protected, and potential liability which may arise.
- Interpret complex insurance and indemnification policies, and international laws and treaties.
- Ensure that budgets are adequate for the activities proposed and the appropriate indirect costs are applied to the budgets where required.
- Match accounting policies of several external parties such as industry partners or granting agencies.
- Enforce University policies to secure revenue streams and protect the interests of the organization, and its faculty members and students
- Plan and coordinate meetings with internal and external clients for the purpose of negotiating agreements and contracts.
- Plan and coordinate outreach activities as they relate to University agreements or industry liaison initiatives
- Deliver presentations on University policies and processes as they relate to agreements or industry liaison activities.
- Authorize the establishment of accounts for the administration of financial resources.
- Monitor agreements and accounts through to project completion to ensure that the University and other parties meet their legal obligations.
- Remain current with frequent changes to intellectual property laws, funding patterns and opportunities, and regulations and restrictions.
- Update and maintain filing and storage systems.

## **Representative Duties & Responsibilities**

- Maintain the confidentiality of legal agreement.

## **Supervision**

- Supervise and direct the activities of up to 4 continuing employees.

## **Qualifications**

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience, including one year of supervisory experience.

## **Effort**

### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and input data into databases and spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information and word processing routine documents such as correspondence and forms.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Providing advice and assisting faculty members with the preparation of budgets where agreements will subsequently be required.
  - Ensuring that budgets are adequate for the activities proposed and the appropriate indirect costs are applied to the budgets where required.
  - Acting as a liaison between the University and external sponsors concerning policies, regulations and opportunities to obtain research support.
  - Monitoring agreements and accounts through to project completion to ensure that the University and other parties meet their legal obligations.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Negotiating, drafting, and reviewing complex funding agreements for final approval and execution by authorized University officials ensuring compliance with all appropriate University, funding sponsor, and government policies and regulations.
  - Interpreting complex insurance and indemnification policies, and international laws and treaties.
  - Negotiating all liability and indemnification clauses in contracts.

## **Working Conditions**

### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Frequently interacts with researchers who may be rude or upset.
- Continuously handles multiple requests from researchers and unpredictable assignments.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

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JD #:	<b>JD00268</b>	Pay Grade:	<b>11</b>
JD Title:	<b>Research Contracts Advisor</b>	Total Points:	<b>669</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>5.0</b>	70
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>5.0</b>	100
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>4.0</b>	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.5</b>	107
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5