

Job Description

(For Positions in UNIFOR Local 5555, 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.*

JD #:	JD00985	Pay Grade:	8
JD Title:	Research Compliance Auditor	JD FTE Hours:	35
Job Family:	Research Admin		

General Description

Responsible for the development and implementation of various biological containment and safety programs designed to effect laboratory compliance with respect to relevant international standards, national and provincial legislations, sponsor guidelines and internal policies and procedures.

Representative Duties & Responsibilities

- Identify new biosafety, containment and related regulatory mandates, rules, and requirements.
- Identify areas of exposure in research and teaching laboratories across the institution with respect to compliance to applicable containment (infectious disease agents and invasive species) guidelines.
- Recommend new or changes to existing internal policies.
- Develop and implement biological containment and safety programs and procedures based on applicable mandates, rules and requirements. Requires full knowledge of operational and administrative processes and some knowledge in multiple areas (i.e. human, animal, aquatic and plant pathogen containment and management of invasive species).
- Carry out or facilitate the biosafety and containment compliance programs through the direct provision of auditing services to assess stakeholder-specific compliance across a broader range of criteria (i.e. a laboratory may apply under both human pathogen and large animal or plant pest containment standards).
- Disseminate the impact of new regulatory requirements and policies to research laboratories.
- Conduct compliance monitoring and testing including reviewing biological inventories, inspection and maintenance logs, standard operating procedures, training records and other documents to ensure that they comply with established guidelines.
- Negotiate with suppliers for biological containment equipment and equipment service contract pricing.
- Identify needs and provide advice to stakeholders regarding compliance. Occasionally respond to needs that are difficult to determine and require probing for information (i.e. reviewing research objectives).
- Develop solutions to compliance issues (i.e. evaluating technical specifications to determine suitability for custom equipment to be used as containment devices; reviews equipment validation data to ensure operational parameters meet regulatory guidelines).
- Review, identify and update core standard operating procedures (i.e. biological spill protocols) that require redesign.
- Develop, implement, and deliver education and training programs to promote safe handling of infectious materials, equipment validation and methods of decontamination.
- Compile data, perform testing and write reports for submission to various committees and government agencies.
- Plan, coordinate and provide resources for multiple external stakeholders (external compliance audits, facility certifications, inspections and site visits from various government agencies, external contractors and insurance adjustors) primarily based on activities.
- Frequently handle multiple concurrent requests from stakeholders requiring multiple and/or simultaneous deadlines; fulfill unpredictable or urgent assignment; manage backlog of audits between peak periods.
- Attend and participate in audit meetings.
- Remain current with frequent but incremental changes to new and existing regulatory guidelines.

Supervision

- Provides orientation and shows procedures to others.

Qualifications

- 2 year Community College program in Biotechnology or a related field of study.
- Requires minimum 3 years of relevant 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 reports and financial forms.
- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
 - Periods of standing during audits.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, updating databases, routine word processing.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
 - Developing and implementing biological containment and safety programs and procedures based on applicable mandates, rules and requirements.
 - Conducting compliance monitoring and testing including reviewing biological inventories, inspection and maintenance logs, standard operating procedures, training records and other documents to ensure that they comply with established guidelines.
 - Developing solutions to compliance issues (i.e. evaluating technical specifications to determine suitability for custom equipment to be used as containment devices; reviews equipment validation data to ensure operational parameters meet regulatory guidelines).
 - Providing detailed compliance information and advice to stakeholders.
 - Compiling data, performing testing and writing reports for submission to various committees and government agencies.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Facilitating the biosafety and containment compliance programs through the direct provision of auditing services to assess stakeholder-specific compliance across a broader range of criteria.
 - Developing, implementing, and delivering education and training programs to promote safe handling of infectious materials, equipment validation and methods of decontamination.

Working Conditions

Physical Environment:

- Occasionally required to wear respiratory protection including N95 face masks and powered air-purifying respirators (PAPRs).

Psychological Environment:

- Frequently responsible for unpredictable or urgent assignments.
- Continuous backlog of work beyond peak periods.

Health & Safety:

- Moderate likelihood of minor injury, harm or illness to incumbent.