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| **JD #:** | JD00985 |
| **Pay Grade:** | 8 |
| **Title:** | Research Compliance Auditor |
| **Unit/Project Description:***For Department use only.* |  |
| **Job Summary:** | 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. |
| **Purpose and Key Functions:** | * 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.
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| **Supervision:** | Provides orientation and shows procedures to others. |
| **Requirements:** | 2 year Community College program in Biotechnology or a related field of study. Requires minimum 3 years of relevant experience. |
| **Assets:***For Department use only*. |   |
| **Additional Information:***For Department use only*. |  |