

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 #:	JD00503	Pay Grade:	10
JD Title:	Agreements Officer	JD FTE Hours:	35
Job Family:	Research Admin		

General Description

Responsible for drafting, negotiating, and finalizing complex agreements between the University and external sources.

Representative Duties & Responsibilities

- Drafts and negotiates complex agreements for final approval and execution by authorized University officials ensuring compliance with all appropriate University, stakeholder, and government policies and regulations.
- Advises and assists faculty members with the preparation of budgets where agreements will subsequently be required. Ensures that budgets are adequate for the activities proposed and the appropriate indirect costs are applied to the budgets where required.
- Writes opinions regarding the advisability of execution of legal agreements for review by internal clients including faculty members and senior administration.
- Explains and defends University policies in an effort to facilitate agreements between internal and external clients and collaborators.
- Plans and coordinates meetings with internal and external clients for the purpose of negotiating agreements and contracts.
- Informs 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.
- Seeks the advice of colleagues with regards to more complex matters such as intellectual property, commercialization, indemnification and insurance language that may be required in agreements.
- Remains current with frequent changes to copyright law, funding patterns and opportunities, and regulations and restrictions.
- Interprets insurance and indemnification policies and international laws and treaties.
- Identifies intellectual property and potential liabilities that may exist.
- Delivers presentations on University policies and processes as they relate to agreements.
- Monitors agreements and accounts through to project completion to ensure that the University and other parties meet their legal obligations.

Supervision

- Provides direction to others in how to carry out work tasks.
- Ensures adherence to quality standards and procedures for short term staff.

Qualifications

- Bachelor's degree in a relevant field.
- Requires 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 for word processing agreements and correspondence.
- 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 of routine documents such as correspondence, records, and forms.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
 - Attending and participating in meetings.
 - Monitoring agreements and accounts to project completion.
 - Informing participants of their contractual responsibilities and obligations.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Negotiating and finalizing agreements with sponsors, funding agencies and other universities.
 - Writing opinions regarding the advisability of execution of legal agreements.
 - Interpreting insurance and indemnification policies and international laws and treaties.
 - Scrutinizing legal contracts and agreements.

Working Conditions

Physical Environment:

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

Psychological Environment:

- Occasionally interacts with clients who may be rude or upset.
- Frequently deals with competing requests from multiple sources.

Health & Safety:

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