

**Job ID:** SCHII-23-37  
**Job Title:** Research Ethics Facilitator, Research Services  
**Department:** Research Services  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, 12-month Contract (fulfilling maternity leave)  
**Job Category:** Schedule II

**Date Posted:** September 25, 2023  
**Closing Date:** October 9, 2023

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Reporting the Manager, Research Ethics & Contracts, the Research Ethics Facilitator is responsible for ensuring the research ethics compliance and implementation of best practices through the Office of Research Services. They also facilitate the activities of the Research Ethics Board (REB) and Animal Care Committee (ACC). The Facilitator ensures that the necessary processes are in place to enable the REB and ACC to comply with requirements set by external agencies and regulatory bodies. The Facilitator is responsible for managing efficient and effective research ethics reviews of applications involving human participants and animal research to ensure that the studies meet the ethical standards outlined in applicable policies, standards, regulations and guidelines governing human and animal studies.

## Job Duties

- Facilitate the human and animal research ethics application review process by conducting a preliminary review of all ethics applications to the REB/ACC.
- Distribute applications to the REB/ACC and collect reviewer comments.

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- Work with the REB/ACC Chairs to communicate to research teams the results of the REB/ACC reviews and provide amendments needed in order to comply with human and animal research ethics policy.
- Link research funding files to approved ethics file and provide notice for fund access.
- Facilitate the review of REB/ACC renewals, amendments, and final report as necessary.
- Administer the Continuing Review Process ensuring ethical compliance.
- Run monthly reports for the Manager, Research Ethics & Contracts and various committees, Faculty's, and Department's.
- Aid in developing the REB Annual Report.
- Liaise with the TBRHSC in applications routed through the institutional reciprocity arrangement.
- Act as a resource for researchers and REB/ACC members to provide guidance for ethical policy and regulatory procedures.
- Maintain the undergraduate ethics committee's database and collect activity reports bi-annually.
- Organize monthly meetings and record a summary of discussion and action items.
- Provide educational opportunities for faculty, students, partners, and committee members in the form of guest lectures, workshops, and drop-in information sessions.
- Develop and post communication items to the ethics webpages.

## Qualifications

- Minimum undergraduate degree in the social sciences, humanities and health with a Master's level degree preferred.
- Experience conducting an independent qualitative or quantitative research project.
- Familiarity with research processes, including research design and methodologies.
- Experience applying to a Research Ethics Board or Animal Care Committee.
- Comprehensive knowledge of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) and Canadian Council on Animal Care (CCAC) Guidelines.
- Excellent communication skills, both written and verbal.
- Excellent organizational, interpersonal and customer service skills.
- Excellent time management and multitasking skills to work in a fast-paced environment in order to meet tight deadlines.
- Ability and willingness to stay abreast of various complex local, provincial, and national guidelines and have strong knowledge of ethical issues in research involving human and animal research participants.
- Relevant administrative experience supporting a board/committee.
- Experience working in a post-secondary institution would be an asset.

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.



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## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements.**