**University of Maine**

**Job Description**

**TITLE:** Director of Research Compliance

**DEPARTMENT:** Office of Research Compliance

**REPORTS TO:** Vice President for Research and Dean of the Graduate School

**DATE:** January 2019

**Purpose:** Oversees the operations of the Office of Research Compliance. Provides leadership and administrative guidance of research integrity and compliance in accordance with federal regulations and University policies. Plans effective compliance programs (this includes, but is not limited to, human subjects, animal care, biosafety, responsible conduct of research, financial conflict of interest, and export controls). Reviews applications for approval for research compliance, works closely with appointed compliance committee chairs, acts as University liaison for research compliance, and prepares federal reporting documents for University endorsement.

**Essential Duties and Responsibilities:**

* Leads the development of compliance programs in a constantly changing regulatory environment (this includes, but is not limited to, human subjects, animal care, biosafety, responsible conduct of research, financial conflict of interest, and export controls).
* Manages the operations of the Office of Research Compliance. Oversees, coordinates, and monitors activity related to research integrity and compliance.
* Monitors compliance workflow queue, evaluating staff workloads and assigning tasks to ensure equity around the team. Cross-training of staff to maximize overall staff efficiency and flexibility.
* Reviews applications for research compliance approval process. Works closely with committee chairs of research compliance committees; ensures appropriate membership of research compliance committees; attends monthly committee meetings of compliance committees.
* Serves as liaison with University of Maine System Legal Counsel, Federal and State Government on issues related to research integrity and compliance.
* Maintains up-to-date knowledge of federal regulations and pending changes for research compliance to ensure University adherence.
* Leads development and implementation of compliance policies.
* Prepares federal reporting documents for University endorsement.
* Interprets regulations and/or initiates further inquiries as necessary in order to respond to inquiries from faculty, staff, and students to advise them of actions necessary to ensure adherence to applicable policies. Responds to inquiries from general public.
* Collaborates with the Director of Research Administration to address and resolve issues involving research compliance on extramurally funded projects.
* Retains compliance records in accordance with institutional policies and federal regulations to document compliance. Develops, maintains, and revises database and file management.
* Works effectively and cooperatively with department members, UMaine administration, collaborating institutions, the campus community, and the general public.
* Seeks and evaluates process improvement and Lean Enterprise information, materials, and methods to match specific organizational needs and adapts them to use in the execution of process improvement events.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Performs other related administrative tasks as may be assigned.

**Knowledge, Skills and Qualifications:**

Required

* Education generally associated with a Bachelor’s degree.
* Several years of experience in compliance administration at a research university
* Excellent oral and written communication skills.
* Exceptionally strong organizational skills and ability to work on multiple projects under deadlines.
* Ability to handle complex administrative issues.
* Demonstrated knowledge of and proficiency with common IT office software systems, including Adobe and Microsoft Office.
* Knowledge of federal policies involving research integrity and compliance.

Preferred

* Master’s degree in a relevant discipline.
* Experience supervising staff, including professional development.

**Position Type:** Ongoing, full-time, fiscal-year position.

**Supervisory Responsibility:** Supervises Research Compliance Officers.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of normal business hours may be necessary in order to complete the requirements of the position. Supervisor may allow flexible hours or permit a portion of effort be conducted from a remote location.

**Work Environment:** Work will be performed in a typical office setting.

**Schedule for Evaluation:** The Director will be evaluated in the initial 6 months and annually thereafter in accordance with the Handbook for Non-Represented Faculty and Salaried Staff.

**Job Family/Salary Band:** 11/07.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.