**University of Maine**

**Job Description**

**TITLE:** Research Compliance Officer II

**DEPARTMENT:** Office of Research Compliance (ORC)

**DATE:** November 2022

**REPORTS TO:**  Assistant Director of Research Compliance

**PURPOSE:** The Research Compliance Officer II assists in the development and implementation of programs to ensure compliance with required protocols, regulations, and laws, including federally-mandated agency program requirements. Monitors regulatory websites (e.g., federal), extracts relevant information, and assists in the creation and/or update of policies and procedures related to compliance. Collects, organizes and reviews documentation related to individual, group, and institutional compliance requirements. Provides basic training to faculty, staff, and students regarding regulatory and other requirements related to research compliance. Serves as a resource for professional staff, administrators, and faculty to answer questions pertaining to research compliance policies and procedures of the University. The position will be responsible for supporting the Assistant Director and/or Director with, but not limited to, the following: Human Subjects, Animal Care & Use, Biosafety, Conflict of Interest, Responsible Conduct of Research and Export Controls.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

**Compliance (50%)**

**Assists in the design and implementation of effective policies and programs to promote and facilitate University compliance with federal and state regulations and certifications which govern research activities primarily for human and animal research.**

* + *Monitors current and pending federal and state regulations, agency regulations, and policies pertaining to research compliance.*
  + *Interprets, explains, and applies research related rules, regulations, and policies, responding to agency inquiries, and provides guidance and consultation regarding overall adherence to federal, state, and sponsor regulations as they apply to research activities.*
  + *Assists in the development of policies, protocols, and programs to maximize compliance by participants in University research activities, including training in research administration.*
  + *Provides consultation and guidance to researchers to assist with submission processes and compliance review facilitation.*
  + *Provides support for compliance committees, including meeting minutes and documentation, and general compliance committee support and tracking.*

**Training (25%)**

**Assists in the design and delivery of the research integrity and compliance training program.**

* + *Assists in the design and delivery of educational content that is relevant and timely to the University research community related to regulations and policies, research administration guidelines and procedures at the federal and state, sponsor, University of Maine System, University, and Office of Research and Sponsored Programs levels.*
  + *Identifies and recommends the employment of selected best practices for design and delivery of educational content, including various media, live workshops, webinars, panel discussions, online training, and manuals, in order to effectively reach diverse audiences.*
  + *Employs agreed-upon best practices, within UMaine resource constraints.*

**Communications and Outreach (20%)**

**Develops, executes, and oversees the Research Compliance Office communications and outreach plan to ensure the timely and accurate dissemination of information to internal and external stakeholders. Assists in providing educational materials to ensure faculty and staff are informed on regulatory compliance information, risks and trends, and how existing procedures might need to be amended to remain in compliance.**

* + *Assists in the development of web content pertaining to research compliance, ensuring content is accurate, timely, and relevant.*
  + *Assists in the interpretation and communication of research integrity and compliance policies and procedures*
  + *Writes, edits, designs, records, and otherwise produces electronic and/or hard copy publications such as news -letters and -releases, brochures, presentations, manuals, handbooks, training materials, and guides.*
  + *Develops, writes, and produces research administration manuals and guides for campus-wide use.*

**Other (5%)**

* + *Cross training - Obtains advanced knowledge of state and federal regulations by attending conferences, educational programs and seminars, reading professional publications, using the internet, and participating in professional organizations to ensure cross training in areas outside of primary responsibilities (e.g., biosafety, conflict of interest, responsible conduct of research, export controls).*
  + *Completes* special projects and reports as assigned.

**KNOWLEDGE/SKILL QUALIFICATIONS:**

**Required:**

* Education generally associated with a Bachelor’s degree or an equivalent combination of education and relevant work experience;
* 3 to 5 years of experience in higher education and/or a research institutional structure;
* 3 or more years of experience with regulatory compliance issues related to human or animal research;
* Demonstrated proficiency and/or willingness to develop expertise in a broad range of research compliance areas, including but not limited to, human subject research, animal research, biosafety, conflict of interest, responsible conduct of research and export controls;
* Computer proficiency, including a working knowledge of MS Office, Adobe Suites and relational databases;
* Prior experience creating and delivering training programs in person and online;
* Demonstrated excellent oral, written and interpersonal communication skills including the ability to effectively interact and communicate both verbally and in writing with audiences and individuals with a diverse range of skills, knowledge and abilities;
* Ability to handle complex administrative issues. Superior organizational skills and proven ability to maintain efficiency and accuracy under time constraints while managing a multitude of equally critical job demands;
* Proven ability to work independently as well as collaboratively, resolve conflicts in a timely manner, and lead and mentor others;
* Ability to make independent decisions in a fast-paced, regulated environment.

**Preferred:**

* Familiarity with University of Maine and University of Maine System administrative policies and practices.
* Master’s Degree.
* Professional Certificates (e.g. CIP, CPIA, CRA).

**SUPERVISORY RESPONSIBILITIES:** May supervise lower-level and support staff including student workers.

**POSITION TYPE:** Full-time, fiscal year, base-budget funded professional.

**WORK SCHEDULE:** Normal University of Maine hours of Monday through Friday, 8:00 A.M. to 4:30 P.M. Work outside normal hours may be necessary in order to meet the requirements of the position. This position has the opportunity for a hybrid or remote work schedule.

**SCHEDULE FOR EVALUATION:** In the initial 6 months of employment and annually thereafter in accordance with UMPSA agreement.

**JOB FAMILY/SALARY BAND:** 11/03.

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.