

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INDUSTRY LIAISON Level B, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for the management and administration of non-standard research contracts.
TYPICAL RESPONSIBILITIES	May include: negotiating, managing and administering research agreements relating to the transfer of research materials to or from the University and/or its affiliated teaching hospitals, service contracts, and subsite clinical research agreements; and advising researchers on contract proposals and negotiations.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes professional decisions regarding the negotiation and management of research agreements. Accountability for the accuracy and reliability of the work to conform to Canadian and BC Laws, University policies.
SUPERVISION RECEIVED	Works with considerable latitude under the supervision of a Manager. Work is reviewed in terms of achievement of defined goals and objectives.
SUPERVISION EXERCISED	Not required
MINIMUM QUALIFICATIONS	Undergraduate degree. Minimum of four years of related experience negotiating, reviewing, drafting and managing research contracts.

Updated January 1, 2024