Job Description

Job Title:	Research Coordinator
Department:	School of Pharmacy
Reports To:	Dr. Jonathan Blay
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	February 2018

Primary Purpose

This position is the primary technical and administrative manager of the cancer research program led by Dr. Blay. The incumbent has delegated responsibility for oversight of financial, material, instrumental and personnel-related activities within the laboratory. Direct engagement in the introduction of and completion of specific research projects taken on by Dr. Blay. Facilitating interactions with laboratory-related educational activities such as undergraduate and high school volunteers; and miscellaneous roles commensurate with the pursuit of academic research in a tertiary educational environment.

This is a contingent-upon-funding, part/time position; 17.5 hours per week.

Key Accountabilities.

Administrative/Financial

- Responsible for the implementation and management of laboratory operations in cancer research as directed by Dr. Blay. This includes:
  - Planning, set-up and general monitoring of research projects.
  - Coordinating safety and compliance requirements for the laboratory area.
  - Ensuring that other employees, students and volunteers who are part of the program are compliant with safety and compliance training as specified by the University.
  - Ordering, recording and reconciling supplies required by the laboratory, including selecting the best sources and options for best quality and cost effectiveness in accord with University policies and practices.
  - Having responsibility for the Purchasing Card used for laboratory and related purchases, including the proper assignment of purchases to specific accounts and submission of reports.
  - Maintaining oversight and proper record of certification relating to hazardous materials.
  - Maintaining oversight and proper record of certification relating to biosafety, including certification of the biosafety facilities at the appropriate level (BSC1/2) that is in place.
  - Maintaining oversight and proper record of certification relating to activities that require ethical approval by the University Animal Care committees and facilities.
  - Maintaining oversight and adherence to certification of activities that require ethical approval by the University Clinical Research Ethics Board (CREB) and Tri-cities Hospitals Research Ethics Board (THREB)
  - Ensuring the proper recording of materials and documents (e.g., safety data sheets) that are necessary for the efficient and ethical operation of an active research laboratory.
  - Based upon defined processes and agreed parameters to fit regulations, delegated authority in the management of research funding in the region of $120K/yr.

Technical

- Responsible for technical oversight of laboratory operations on a day-to-day basis and for ensuring the safety and integrity of the laboratory facilities outside of working hours on evenings, weekends and holidays. This includes:
    - Ensuring that all laboratory workers follow good laboratory practice and adhere to guidelines relating to safety, ethical research and applicable regulatory certifications.
    - Responsible for ensuring that all laboratory workers are proficient and appropriately trained in the instruments that they use in research; and if in need of training either provide direct instruction or refer to other experts as necessary.
    - Having the authority to halt procedures or use of instruments if observing that there is any breach of safety, security, ethical expectation or there is risk of damage to instrumentation.
    - Directly engaging in experimental procedures as requested by Dr. Blay, which shall include but not be limited to, sterile techniques and cell culture of established cell lines and primary isolates, evaluation of gene expression through techniques such as RT-PCR and qPCR, assessment of protein expression through western blotting and immunoarrays, visualization of targets through immunofluorescence and confocal microscopy, separation of compounds by high-performance liquid chromatography (HPLC), use of bioassays such as cytotoxicity screens and egg vasculature techniques, murine tumour models including xenografts, and other techniques that are appropriate to a cancer research laboratory engaged in work from molecular to clinical, including hospital-based collaborations.
    - Guiding and instructing new students in the above approaches as necessary.

Communication

- Responsible for the provision of effective support in communication activities on behalf of the laboratory and other aspects of the cancer research program as they may arise. These will include:
    - Independently dealing with suppliers, technical support, financial agents, customs personnel and other representatives of external organizations with whom the program interacts.
    - Working with University and School personnel as required, such as the Administrative Officer, Associate Director, Graduate Studies & Research, Financial Officer, Research Technician, Scientific & Technical Resources.
    - Engaging and directing external contractor(s) to implement upgrades and modifications to the laboratory website.
    - Coordinating hosting of the website and tracking of visitor stats, within the communications objectives of the cancer research program.
    - Directly designing graphics and providing personal creative input for logos and other items that will facilitate best communication for the lab and its personnel.
    - Taking photographs (macroscopic and microscopic) for profiles of the laboratory program.

Development

- Responsibility for activities and endeavours to facilitate the forward movement and expansion of the cancer research program and laboratory. These include:
    - Assembling, coordinating and formatting data and supportive information for scientific reports and articles; use of Word, Excel, Powerpoint, ImageJ, QCapture Pro and GraphPad Prism is essential.
    - Preparation of presentation materials as required for on-site or external meetings relating to laboratory funding and support, including both funding agencies and industrial partners.
    - Assembling, coordinating and formatting materials required for funding applications through Canadian, US and global agencies that support cancer research.

Required Qualifications

Education

- Thesis-based MSc in a cell biology or biochemistry-related discipline.
- Bachelor's degree or diploma in graphic design and communication or comparable discipline.

Experience

- At least 3 years of relevant laboratory experience post-MSc.
- Demonstrated proficiency in supervision of trainees at graduate and undergraduate levels.
- Completed training in ethical conduct for human clinical research at the TCPS2:Core level.
- Completed training in rodent animal research including anesthesia and recovery surgery.
- Experience of institutional platforms for ordering of laboratory supplies including PCard.

Knowledge/Skills/Abilities

- Ability to interact productively at all levels from high school student to faculty member.
- Practical knowledge of sterile techniques, cell culture, RT-PCR, western blotting, immunofluorescence microscopy, high-performance liquid chromatography (HPLC) and mammalian in vivo models.
- Familiarity with Word, Excel, Powerpoint, ImageJ, QCapture Pro and GraphPad Prism software.
- Knowledge of human clinical research approaches relating to cancer.
- Demonstrable skills in graphic design and design-related software.

Nature and Scope

- **Contacts:** The position requires an interpersonal style that permits communication with diverse individuals ranging from creative and finely-focused researchers to regular and methodical agents involved in supplies management. Versatility and openness are therefore an asset. The ability to communicate through current electronic modalities, including SMS and social media, is essential. Necessary contacts include but are not limited to: volunteers in high school, undergraduate science and medicine; graduate students, School and University administrators, faculty in Pharmacy, Biology, Engineering and at other universities; collaborators and administrators in biotechnology and pharma branches of industry, government regulatory personnel and staff at cancer research foundations and funding agencies.
- **Level of Responsibility:** The position has direct and continued oversight and direction of junior personnel (volunteers, undergraduate) and considerable authority in the guidance and daily oversight of others (graduate students, postdoctoral fellows, other technical staff), the balance of which may change from time to time and requires the flexibility for dealing with a dynamic environment. There is also considerable responsibility and trust invested by Dr. Blay in financial management, best planning of laboratory resources, ensuring compliance with pertinent regulations (safety, biohazard, biosafety, animal and human ethics and controlled substances) at School, University and federal levels.
- **Decision-Making Authority:** Although the incumbent consults with Dr. Blay regarding research directions and the personnel and organizational framework of the program, he/she has a crucial and considerable leadership role in the efficient working and effective momentum of the program and laboratory. Based upon defined processes and agreed parameters to fit regulations, the incumbent has delegated authority in the management of research funding in the region of $120K/yr. The Research Coordinator has immediate responsibility for the safe operation of a research area that deals with human and animal materials and toxic substances, with a typical level of 6-8 personnel at a variety of levels. He/she has the authority to intervene without consultation in any activity that comprises the safe and proper activity of the research laboratory. The Coordinator has responsibility for the proper operation of instrumentation within the immediate laboratory that totals approximately $900K in value.

- **Physical and Sensory Demands**: Interaction with multiple and varied colleagues engaged in diverse projects and activities, as well as external players, requires patience and adaptability. Significant work at computers, both linked to equipment and at the desk, may cause eye strain. Some solvents and chemicals may have an unpleasant odor. Moderate lifting (up to ~30lbs) is required, relating to boxes of supplies.
- **Working Environment:** The position is primarily located in rooms 3017, 3017A, 3017B and related research areas of the Pharmacy building. It can be expected that the work will be divided approximately evenly between working at the bench (either personally or with others) and seated at a desk or other location (e.g., biological safety cabinet). Certain activities require appropriate safety protection (e.g., lab coat, gloves, sterile gown, insulated gloves for cryostorage, safety glasses). There is potential exposure to hazardous chemicals and human specimens (e.g., blood). There will be occasional need to travel to the main campus of the University and, rarely, other nearby locations within the working day. Time commitment may sometimes need to be flexible (e.g., if an experiment is ongoing or a human patient specimen is received later than expected). There will be an increased workload as important deadlines approach for publications or grant submissions. It might be necessary for the person in this position to attend work in the evening or weekend to meet research objectives.