Agreements Coordinator – Four-month term

The Terry Fox Research Institute (TFRI), named for Canadian icon Terry Fox, is built on Terry's dream to end cancer through research. Established in 2007, TFRI is a registered charity and invests its funds in cutting-edge cancer research through highly collaborative, team-oriented programs and national research networks. Together with its many research and funding partners, TFRI empowers Canada’s brightest researchers to seek out new transformational and precision medicine discoveries to advance our understanding, diagnosis, and treatment of cancer with the goal of significantly improving outcomes for patients.

About this opportunity

The Agreements Coordinator will report to the Chief Financial Officer and play a critical role in supporting the preparation, coordination, and signing of Research Project Grant Agreements (RPGAs) in the health research sector. As an intermediate Agreements Coordinator, you will have the opportunity to work on a large number of simultaneous agreements between TFRI and external research parties located all across Canada, including obtaining and providing information, resolving concerns, tracking progress, managing electronic signing, identifying areas of risk, and offering alternatives for the management of such risk. This position is located in Vancouver with the option to work from home one day per week.

Key responsibilities

- Assist with drafting and preparing institutional research project grant agreements (RPGAs) based on established templates;
- Compile and understand high-level work plans, financial budgets, and related payment schedules;
- Review and analyze change requests to standard RPGA terms and conditions to assess compliance with existing legal and regulatory requirements;
- Attend meetings with internal and external stakeholders to discuss agreement terms and requirements;
- Coordinate and communicate with Canadian research institutions and their legal and research administration departments;
- Perform research or other assigned duties, as required.

Qualifications

- Strong attention to detail and excellent written and verbal communication skills;
- Demonstrated interest in contract law and/or healthcare law and/or research agreements;
- Highly proficient with Microsoft Office suite;
- Must be able to understand basic contract terms, concepts, and language, including analyzing and assessing the implications and impacts of proposed changes to agreement language.
- Ability to work in a fast-paced environment, managing and tracking multiple priorities and delivering on competing deadlines.
- Demonstrate ingenuity, judgment, and creativity to perform job responsibilities with good planning and organizational skills.
- Fluency in French would be an asset, but not required.
To apply

Please email your cover letter and resume by June 16, 2023 to hr@tfri.ca with the subject line: Agreements Coordinator - Vancouver. The candidate must be authorized to work in Canada.

We recognize the importance of diversity and equity in our workforce and encourage all qualified applicants to apply, including Indigenous persons, women, persons with disabilities, minorities, and other underrepresented communities.