

**Posting #25-095CU**

## **Research Contract Specialist**

### **Office of Research and Innovation**

### **Regular, Full-time**

#### **Purpose**

Reporting to the Manager, Research Administration, the Research Contracts Specialist is responsible for all aspects of research contract administration, ensuring effective, efficient and customer-oriented delivery of research contract services at the University of Northern British Columbia (UNBC). The Research Contract Specialist will also serve as UNBC's Research Security Liaison, providing advice to researchers and the institution on national research security policies and practices. This role provides leadership and ensures success in all research contracts and research security services at UNBC.

The Office of Research and Innovation is dedicated to growing capacity and opportunities for research and creative activities at UNBC by engaging our people and partners, leading to the discovery of new knowledge that has transformative academic, economic, or social benefit for the region, province, nation, and beyond.

#### **Responsibilities**

Duties include but are not limited to:

- Providing leadership in delivering research contract administration services for the research enterprise at UNBC: contract review, contract development; contract execution; administering the contract; contract amendments, and close-out;
- Ensuring timely completion and risk mitigation for, Memorandums Of Understanding (MOU), Non-Disclosure Agreements (NDA), Material Transfer Agreements (MTA), Contribution Agreements, Affiliation Agreements, and a variety of one-off research contracts;
- Reviewing research contracts of other agencies to ensure they meet UNBC standards;
- Ensuring contracts are accurate in order to minimize UNBC liabilities;
- Ensuring compliance with UNBC, as well as external funding agencies procedures and policies to implement effective risk mitigation while supporting research;
- Working closely with the Contract and Supply Chain Management (CSCM) and Risk teams at UNBC to ensure compliance on various legislation related to research, as well as collaborating with CSCM to support CSCM processes;
- Providing support during negotiations with research partners over final terms and conditions of contracts;
- Performing final review and abstracting of contracts prior to routing for approval;
- Ensuring collegial and professional relationships are maintained with research partners and research units at UNBC;
- Providing key support in preparing management responses to both internal and external audit observations;
- Providing support in working on ways to streamline and simplify the current contract processes and procedures;
- Providing training and direction in contracting processes to ensure success and accuracy in contracts;

- Ensuring consistency in research contract management process across UNBC;
- Ensuring proper records retention;
- Supporting UNBC researchers and the institution with the navigation and implementation of the Government of Canada Policy on Sensitive Technology Research and Affiliations of Concern (STRAC Policy) as it pertains to research; and
- Supporting UNBC researchers and the institution with navigating and implementing the National Security Guidelines for Research Partnerships (NSGRP).

## Qualifications

A master's degree in Law, Business, Finance, Economics, Administration, or a related field, along with five years of prior research contract administration experience.. Experience in major research project contracts, and/or a professional certification in a contracts organization will be considered an asset. An equivalent combination of education and experience will be considered.

The successful candidate will possess the following:

- Advanced computer skills required including MS Office Suite and with Romeo, Bonfire, and Banner experience preferred;
- Demonstrated ability to prioritize multiple tasks and solve problems with minimal supervision;
- Knowledge of legal terminology and contract law and experience in developing complex contracts;
- Excellent analytical skills and attention to detail;
- Excellent interpersonal skills;
- Demonstrated ability to establish and maintain effective relationships with customers/stakeholders;
- Demonstrated ability to provide positive pushback and effective collaboration to resolve a conflict;
- Demonstrated ability to work effectively with team members to support a positive environment of trust and inclusiveness;
- Excellent oral and written communication skills; and
- Proven negotiation skills.

## Salary

This position has been classified at a Grade 12. The annual salary range for this position is \$81,590.60 to \$84,957.60 and the normal starting salary will be \$81,590.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.



**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-095CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on October 15, 2025.**

