

## Job Description

<b>Job Title</b>	Safety & Compliance Manager
<b>Job ID</b>	25514
<b>Location</b>	Tampa, FL
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Position Details

**Dept Number/Name:** 0-7910-000 / Research Integrity & Compliance

**College Division:** Research-Integrity and Compliance

**Salary Plan:** Administrative

**Job Code/Title:** 1411 / Safety & Compliance Manager (Conflict of Interest Manager)

**Hiring Salary/Salary Range:** \$61,500 - \$73,500

**Position Number:** 00001441

#### ORGANIZATIONAL SUMMARY:

Research Integrity & Compliance is a unit within the USF vice presidential area, Research & Innovation. The main function of RIC is to ensure compliance with federal and state regulations pertaining to the responsible conduct of research. The Division is responsible for such programs as the Human Research Protection, Animal Safety, Diving Safety, Radiation Safety, Biosafety, Scientific Misconduct, Conflicts of Interest in Research, and HIPAA, among others. RIC has 35 employees and an annual budget of nearly \$3 million. Clients are USF research faculty, students, and staff, as well as researchers at affiliated institutions.

#### POSITION SUMMARY:

This position will be responsible for managing the USF Conflicts of Interest (COI) in Research Program within Research Integrity & Compliance. Responsibilities include overseeing daily activities of the COI Program to ensure compliance with federal regulations and University policies and procedures regarding conflicts of interest; serving as an expert on disclosure and management of research-

related conflicts of interest for the research community; soliciting, receiving and reviewing COI disclosures, and working with Investigators to develop COI management plans; acting as a liaison with stakeholders including the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), Sponsored Research and personnel from colleges/departments across the University; and providing administrative support for the Conflict of Interest Committee. Additional responsibilities include supervising staff, drafting and implementing COI-related policies and procedures, and assisting Assistant Director with COI-related aspects of Human Research Protection Program accreditation.

## **RESPONSIBILITIES:**

Provides regulatory oversight of the COI Program. Interprets and applies federal regulations and policies, as well as state law and University policies to ensure compliance. Serves as a subject matter expert for faculty, staff and affiliate investigators. Coordinates communication and collaboration with affiliates and other departments, including Sponsored Research, the Technology Transfer Office, University Compliance and Ethics and USF Health, to ensure compliance with applicable laws, regulations and policies.

Supervises COI Program staff and manages the day-to-day operations of the Program, including institutional and individual conflict of interest review and approval processes (Committee and administrative) and ensures the Program runs in an effective and efficient manner. Coordinates and supervises administrative functions performed by COI Research Compliance Administrators and creates and contributes to an environment centered on team building, training, mentoring and collaboration. The Manager develops, maintains and manages COI Program customer-service objectives that advance the culture of prompt and courteous customer service.

Training and Education: The Manager conducts and supervises training provided to departments and colleges across the USF System as well as training provided to COI Committee members and within Research & Innovation.

Assists RIC leadership with the COI-related aspects of accreditation and administration of the USF Human Research Protection Program (HRPP).

Committee administration: The Manager oversees the administrative operations of the COI Committee as well as the preparation of agenda items, minutes and all associated documentation of Committee reviews and communicating decisions, including non-compliance determinations.

## **POSITION QUALIFICATIONS:**

### **MINIMUM:**

This position requires a Bachelor's degree four years of experience in safety or research compliance; or a Master's degree and two years of experience in safety or research compliance. Progressively responsible experience involving safety or research compliance may be substituted on a year for year basis for the required education.

### **PREFERRED:**

Juris Doctorate or Master's degree in health administration or similar field relating to health care research and/or human subjects research administration/management. Supervisory experience.

## USF Tampa

### Information for Applicants

This position is subject to a Level 1 criminal background check.

**Job Opening Number: 25514**

**Posting Date: 07/21/2020**

**Posting End Date: 07/28/2020**

### How To Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

### Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

### Work Location

Campus map and location overview: [USF - Tampa Campus](#)

### About USF

The University of South Florida is a high-impact global research university dedicated to student success. Over the past 10 years, no other public university in the country has risen faster in U.S. News and World Report's national university rankings than USF. Serving more than 50,000 students on campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF is designated as a Preeminent State Research University by the Florida Board of Governors, placing it in the most elite category among the state's 12 public universities. USF is a member of the American Athletic Conference.

### Working at USF

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here](#). [Learn Here](#). [Grow Here](#).

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