



# Example of Research Compliance Job Description

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Our innovative and growing company is looking to fill the role of research compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research compliance

- Routine reviews may include compliance with regulatory requirements of the Sponsor Trial Master Files, FDA correspondences, sponsor oversight or the project, Investigator compliance with the protocol and institutional policies and procedures
- Continuously identify regulatory trends and developments, advising business staff as to how this may impact their current activities, and working with supervisors to implement any required changes to current policy / practice
- Assist in the preparation of Compliance reports for Compliance Management, Senior Management, Executive Committees, and Risk Committees
- Create, monitoring, and manage TA's social media
- Taking an active role in in planning and implementation events related to the TA
- Acts as point-of-contact for incoming support requests and questions from possible TA "clients" and collaborators, maintaining and high standard of excellence
- Exercise prompt and detailed communication back to the clients on status of tasks, ensuring deadlines and budgets are met
- Under the general direction of the HRPP Associate Director for Program Development, the Sr
- Serve as the primary point of contact and expert liaison for IRB Reliance Agreements and single IRB (sIRB) review
- Develop and implement training/educational materials for researchers and HRPP

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- Excellent writing skills required, including the ability to write for different audiences and in different voices
  - Demonstrated ability to work on multiple tasks simultaneously, in a fast-paced, complex work environment, with a diverse population of administrators and faculty
  - Must be able to establish goals, set priorities, and regularly produce high-quality work with minimal supervision
  - Outstanding interpersonal and communication skills, including the ability to initiate, coordinate, and lead meetings with senior Hospital leadership
  - Willingness and ability to undertake tasks from clerical work to strategic planning and everything in between
  - Lead special projects or meetings and participate in multi-functional teams