



Thunder Bay Regional  
**Health Research  
Institute**

**Translational  
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### **Clinical Trials Compliance Officer**

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The Thunder Bay Regional Health Research Institute (TBRHRI) - an independent, not-for-profit corporation - is the research arm of the Thunder Bay Regional Health Sciences Centre. Our Scientists work closely with physicians and other clinicians, as well as academic and industry partners, to enhance research to improve the health outcomes of the people of Northwestern Ontario and beyond. Research is advanced through discovery and development of new imaging and other technologies, clinical trials and understanding of Indigenous Health and other pertinent matters.

TBRHRI is seeking a full-time permanent Clinical Trials Compliance Officer (CO) to work with the Clinical Trials office, under the umbrella of the Clinical Research Services Department (CRSD). This group is responsible for the registration, coordination, and implementation of regulated clinical trials at TBRHSC and TBRHRI.

Reporting to the Clinical Trials Coordinator, the primary focus of the CO will be to facilitate the start-up of new clinical trials and the maintenance of required investigator and researcher credentialing.

Major responsibilities include working with researchers to prepare and submit the initial ethics applications to a variety of Research Ethics Boards (REBs) and regulatory documents to sponsors. The CO supports researchers by establishing study site files, identifying and providing training support to clinical trial study teams, and liaising with internal and external stakeholders (investigators, REBs, sponsors, regulatory bodies). Further, the CO will assist in implementing, maintaining and updating quality system documents.

The qualified individual will ideally have a Bachelor's degree in a relevant health, science, or business discipline, with a minimum of three years' experience in clinical trials and research with a focus on ethics and regulatory documents and submissions. Experience with ICH GCP and TCPS2 regulations is required. Strong organizational and time management skills demonstrating exceptional attention to detail are essential. Excellent interpersonal communication skills, and the ability to self-motivate in a fast-paced environment are necessary.

Salary range: \$29.05 to \$34.03

To be considered for this position, please send your resume with a cover letter to:

**Tanya Niederer**  
**Human Resources**  
**Thunder Bay Regional Health Research Institute**  
**980 Oliver Road**  
**Thunder Bay, Ontario**  
**P7B 6V4**  
**Email: [niederet@tbh.net](mailto:niederet@tbh.net)**

We thank all candidates for their interest; however, only those selected for an interview will be contacted. We are an equal opportunity employer.