***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Clinical Research Operations & Compliance**

Job Family: Research Sub Family: Business Operations

**Job Summary:**

The Director, Clinical Research Operations and Compliance will provide day to day management of the clinical research operations and compliance. The director will assist leadership in defining short- and long-term goals in support of the University's strategic plan and core values. This position will provide guidance and support to the school/large department with regard to clinical research, continuous improvement, and compliance issues and develop guidelines, processes, and procedures. Ensures clinical research compliance for the school/department and resource allocation, that includes budget and human resources.

**Essential Functions:**

* Directs strategic initiatives and responsible for short- and long-term University goals and school/large department direction that have internal and external impact. Identify strategic decisions to be made based upon goals and objectives .
* Responsible for operations and compliance activities that support short- and long-term University and school/department plans.
* Guides, challenges, and motivates large department to achieve long- and short term University and school/department goals and plans. Works with leadership on short- and long-term critical issues, projects, plans, and University strategic goals without supervision.
* Develop, disseminate, and approve standard operating procedures, guidelines, policies, processes, protocols and training programs for operation and compliance within the school/large department.
* Monitor and research developments in federal and state laws and regulations that have an impact on clinical research agreements and also impact affiliates and UMB legal and compliance programs.
* Work in collaboration with other affiliates or entities, such as UMMS, on clinical research matters that affect the UMB community.
* Management and oversight of staff, including hiring training, managing, performance assessment, and mentoring of supervisors, professionals, and support staff. Initiates, influences, and creates development opportunities to staff.
* Proactively represents the school/department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: Seven (7) years of related experience in public health, clinical research, law or related field with at least five (5) years of operations or compliance experience. May have expertise within specialty or sub-function.

Supervisory: Four (4) years of direct management of recruitment, training, and professional development of staff. Directly responsible for the performance of management and staff.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3334H

SOC Code: 111020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E21144 AAP Code: 1C