

Post Approval Monitoring & Compliance Advisor

Location: Lady Davis Research Institute for Medical Research (LDI)

Position Type: Part time or Full-Time

Reports To: Facility Animal Care Committee (FACC) Chair/Co-Chair

Hourly Salary: \$30.00 to \$42.00 commensurate with experience

Position Summary

The Post Approval Monitoring & Compliance Advisor supports the ethical and compliant use of animals in research by conducting post-approval monitoring activities, assessing research procedures, and promoting adherence to approved protocols, institutional policies, and Canadian Council on Animal Care (CCAC) guidelines.

Working closely with researchers, veterinarians, and animal care staff, the incumbent provides guidance on animal welfare, compliance, training requirements, and best practices while contributing to continuous program improvement and regulatory readiness.

Key Responsibilities

- Performs post-approval monitoring activities to support institutional compliance and CCAC accreditation requirements.
- Conduct site visits and procedural assessments to verify compliance with approved animal use protocols, SOPs, and animal welfare standards.
- Supports the veterinarian by monitoring animals, following up on veterinary cases, and documenting observations. May act as a delegate of the veterinarian for FACC-directed evaluations or specific compliance-related activities, as required.
- Evaluate animal procedures and prepare compliance reports with recommendations for corrective actions and best practices.
- Provide guidance and support to researchers and staff regarding animal care, ethics, regulatory requirements, and institutional policies.
- Identify training needs and deliver educational sessions to promote compliance and animal welfare.
- Monitor implementation of corrective actions and conduct follow-up reviews as required.
- Participate in protocol reviews and provide recommendations to the Facility Animal Care Committee (FACC).
- Assist with the development, implementation, and continuous improvement of animal welfare guidelines, SOPs, and compliance processes.

Qualifications

Minimum Education & Experience

- DEC III in Animal Health Technology (or equivalent).
- Minimum of 3 years of relevant experience in laboratory animal science, animal care, veterinary support, research compliance, or a related field.

Skills & Knowledge

- Knowledge of CCAC guidelines, animal welfare regulations, and research compliance requirements.
- Strong understanding of laboratory animal care, handling, health monitoring, anesthesia, and research procedures.
- Excellent communication, interpersonal, and relationship-building skills.
- Ability to work independently while collaborating effectively with multidisciplinary teams.
- Strong organizational, analytical, and problem-solving abilities.
- Proficiency with Microsoft Office applications and database systems.
- Ability to manage confidential information with discretion and professionalism.
- Experience developing SOPs, training programs, or compliance processes is considered an asset.
- English: Spoken and written / French: Spoken and Reading

ELIGIBILITY REQUIREMENTS:

Candidate must be able to work legally in Canada (Canadian citizens or permanent resident, or work permit holder).

Interested candidates are invited to submit a CV and cover letter by email to Anthony.pulice@ladydavis.ca.

The Lady Davis Institute for Medical Research (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.