

Job Description: Research Coordinator, Research Safety & Compliance

Department: Research Safety & Compliance

Reports to: Manager, Research Safety & Compliance / Biological Safety Officer

Position Type: Support / Coordination Role

Position Summary

The Research Coordinator, Research Safety & Compliance provides coordination, documentation, communication, and operational support to SRI Research Safety & Compliance department. The role helps ensure that safety activities, training requirements, records, inspections, equipment documentation, and safety follow-up items are organized, current, and consistently maintained.

Working within a research environment, the coordinator supports day-to-day safety program activities by maintaining trackers, preparing draft materials, coordinating logistics, following up on outstanding items, and assisting with safety-related communications. The position works with researchers, trainees, laboratory staff, facilities, contractors, institutional departments/platforms, and all safety personnel to support timely information flow and completion of routine safety program tasks.

The role also helps identify gaps in records, training completion, equipment documentation, inspection follow-up, and other safety processes, escalating unresolved or higher-risk items to the appropriate safety lead. By supporting these operational functions, the Research Coordinator improves departmental efficiency, strengthens documentation and due diligence, and allows technical safety staff to focus on risk assessment, regulatory interpretation, inspections, incident response, and direct support to research teams.

Overall, the Research Coordinator contributes to a safer and better-coordinated research environment by helping translate safety program requirements into organized, trackable, and sustainable processes.