

Class No.:	
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CLASS SPECIFICATION

SENIOR MANAGER – CREATIVE ACTIVITY, RESEARCH AND SCHOLARSHIP (CARS) & GRADUATE STUDIES

NATURE AND SCOPE OF WORK

This senior manager role works in support of creative activity, research and scholarship & graduate studies and includes work of a confidential and sensitive nature. An employee in this position is primarily responsible for managing faculty research development activities and supporting the strategic development of graduate studies. While this role works across all five Faculties, it is based in the CARS team. This role will lead the collaborative design, planning and project management of faculty-based research development projects and events, and apply to external-grant calls with faculty. Duties include, collaborating with faculty and leading the development of research grant applications to the Tri-agencies and other funders as well as actively identifying local, national, and international environments and partnerships that then enhance faculty CARS activities and their profile and competitiveness for funding. This role will build and manage new faculty/peer-to-peer research mentorship and peer-review programs and a virtual CARS research grant and resource library. Duties also include working with the AVP on graduate studies portfolio which will include consulting with faculty, Academic Initiatives and Planning (AIP) and other university administrative bodies to create, administer and review processes and mechanisms for the strategic and proactive advancement and growth of graduate studies at the university. This position reports to the Associate Vice President, CARS & Graduate Studies. This role will work on a range of administrative activities which fall under the jurisdiction of the Associate Vice President of CARS & Graduate Studies

ILLUSTRATIVE EXAMPLES OF DUTIES

Business and Relationship Development

- Develops compelling and competitive narratives, through written and visual content for research grant applications in collaboration with individual and groups of faculty, e.g., external funding calls, potential calls, funding plans etc.

- Leads and mentors faculty researchers in content development, research strategy, competitive grant positioning, and developing advanced grant budgets.
- Works directly with external funders and partner organizations, translates funding guidelines and expectations, communicates these across all Faculties and campuses as appropriate, enables proactive and planned support for faculty and student research.
- Builds and manages faculty-research-mentorship program and leverages successful grants to build a confidential grant library and supporting web resources. Tracks and re-positions these assets.
- Chairs and leads meetings with external research partners from the public and private sectors as required; represents the university, faculty and student CARS activities on Steering Committees, Working Groups and other local and provincial committees.
- Leads the planning and running of faculty research dissemination and mobilization through off-campus and partner opportunities, public engagement events/workshops.
- Co-leads workshops with subject matter experts on research trends, proposal writing, sponsor guidelines, and in the future, graduate studies programming and research integration.
- Nurtures and develops research collaborations in priority areas in support of the development of cross-Faculty and inter/multidisciplinary research teams that include undergraduate and graduate level students.

Administrative Duties

- Leads administrative content development and review of Tri-agency and other external grants and pre and post-award compliance.
- Provides project-management-style support to large, complex funding bids of particular CARS strategic importance, and coaches research teams to facilitate equitable and transparent processes.
- Interprets, implements, and communicates (in person and in print content) grant agency/sponsor policies, procedures, and guidelines.
- Advises and communicates with faculty, in a timely manner, of emerging CARS and graduate studies opportunities and foci, develops communication processes.
- Evaluates current procedures and as required, identifies, and recommends to AVP changes or improvements to better facilitate the grant administration process.

- Consults with the Research Ethics Board on questions relating to ethics requirements and compliance.
- Database management for research grant applications and post-award management data, and ensures all electronic files are all kept up to date (external award focused).
- Collaboratively builds, develops and maintains CARS and Graduate Studies web presence with communications department, interviews researchers and writes compelling narratives about CARS and graduate studies activities, and captures faculty and student projects in text and images, sometimes out in the field.
- Provides input into future planning related to the CARS & Graduate Studies portfolio and to the strategic planning exercises of the unit, as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge, Skills and Experience

- Appreciation of the research lifecycle, from idea through to its translation into impact
- Experience of working productively with faculty researchers
- Skilled in the preparation of applications for external research funding
- Working knowledge of research Canadian funding agencies and available funding streams
- Strong and effective communication skills, both oral and written.
- Strong interpersonal skills. Able to work effectively with individuals and teams both within the University and externally
- Strong presentation skills and experience of delivering effective workshops and information sessions
- Ability to manage, present and analyze data and report on findings to relevant audiences
- Well-organised and proactive, with the ability to manage own time, prioritise tasks and work effectively to deadlines
- Ability to lead and work effectively as part of multi-skilled teams
- Relevant IT skills, in particular the use of Microsoft Word, Excel, Outlook, Teams and PowerPoint
- Ability to exercise tact, diplomacy, discretion, and sensitivity when engaging with other employees, undergraduate and graduate students, and community groups
- Demonstrable understanding of Truth and Reconciliation, equity, diversity and inclusion as well as colonial impacts
- Ability to apply strong organizational skills to adapt to changing situations, and an ability to reprioritize tasks smoothly
- Ability to accurately answer questions regarding university and area policy and procedure, and collective agreements up to a defined level on behalf of the AVP
- Analytical and problem-solving abilities together with the ability to synthesize information from complex written instructions (grant calls, graduate studies eligibility etc.)
- Skill in keyboarding at 50 wpm.
- Note this role will be required to work from the CARS & Graduate Studies Office on a hybrid schedule, 3 days on and 2 days off campus

REQUIRED TRAINING AND EXPERIENCE

- Completion of a Masters degree from an accredited institution
- Facilitation skills or training is an asset
- Project management training would be a strong asset
- Three years of directly related research development experience.
- Experience as a graduate student and experience administering graduate studies programming at an accredited institution would be an asset
- Demonstrated understanding of the importance of Truth and Reconciliation, decolonization, equity, diversity and inclusion, demonstrated in training and professional and/or life experience
- Experience leading and managing research teams, multi-stakeholder grants and research funds in a collegial environment.
- Experience building professional relationships with faculty members, Deans, and a broad range of external partners.
- Experience running internal and external facing events with internal and external partners.
- Experience disseminating complex information and conveying the information to multiple partners and stakeholders
- Experience managing databases and financial reporting

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Tri-Council Research Ethics Course (currently TCPS #2).
- Training in First Nations Principles of OCAP: Ownership, Control, Access, and Possession (this can be completed upon hiring)