CAPILANO UNIVERSITY

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PROJECT MANAGER (NSERC GRANT FUNDED) – CREATIVE ACTIVITY, RESEARCH AND SCHOLARSHIP (CARS)

NATURE AND SCOPE OF WORK

This new project manager role works in support of CapU's recently awarded five-year NSERC funded applied research grant (renewable) and includes work of a confidential and sensitive nature. An employee in this position is primarily responsible for building and supporting faculty-led applied research partnerships between faculty, students and external partner organizations that are NSERC funded. Under the guidance of the faculty NSERC Steering Committee and the Associate Vice President, the role will facilitate the grant distribution and the collection, tracking and reporting of metrics, at the same time as enabling a broad range of grant funded research activities. While this role works with faculty across all five Faculties, it is based in the CARS team. This role will co-lead the NSERC grant planning and provide distinct project management of the grant. This role will co-lead the renewal process of the grant in 5 years via an extensive NSERC grant application. This position reports to the AVP CARS & Graduate Studies. More broadly, this role will work on a range of administrative activities which fall under the jurisdiction of the AVP CARS & Graduate Studies.

ILLUSTRATIVE EXAMPLES OF DUTIES

Business and Relationship Development

This role is focused on the administrative support of a new five-year NSERC Mobilize grant, which includes:

- Collaboratively co-developing new and existing faculty-led applied research partnerships with faculty, students and the public, not for profit and private sectors
- Initiates and leads the planning and running of faculty research dissemination and mobilization activities through off-campus and partner opportunities, public engagement, publications, events and workshops.

- Translates funding guidelines and expectations, communicates these in 1:1 meetings, presentations across all Faculties, campuses and with external individuals and groups as appropriate
- Enables proactive and planned support for faculty in the hiring and onboarding of student Research Assistants
- Facilitates meetings such as the NSERC Steering Committee and NSERC Sub-groups and ensures the accurate distribution of the grant funding through faculty peer adjudication processes
- Co-leads and develops content for symposiums, and other public facing events
- Networks with other institutions who are in receipt of the same NSERC funding and develops peer mentorship within the funding activities
- Nurtures and develops research collaborations in priority areas in support of the development of cross-Faculty and inter/multidisciplinary research teams

Administrative Duties

- Leads administrative content development and review of smaller spin-off grants related to the larger NSERC grant, which could include other Tri-agency and other external grants, and post-award compliance.
- Tracks and monitors NSERC grant funding, captures distinct research metrics, and builds and updates new and existing data tracking mechanisms
- Provides project-management-style support NSERC funded research teams of strategic importance and coaches these research teams to facilitate equitable and transparent processes.
- Interprets, implements, and communicates (in person and in print content) NSERC policies, procedures, and guidelines.
- Sources and collects data of grant activities, projects, events, students etc. in line with NSERC's reporting expectations, meets and exceeds requirements and internal and NSERC deadlines
- Evaluates current grant 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 NSERC grant management and all post-award management data, and ensures all electronic files are all kept up to date
- Collaboratively builds, develops and maintains web presence, where needed works with communications department, writes compelling narratives about NSERC funded research, captures faculty and student projects in text and images
- Provides input into future planning related to the NSERC and CARS portfolio and to the strategic planning exercises of the unit, as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge, Skills and Experience

- Appreciation of the grant funded research lifecycle, from idea through to its translation into impact
- Experience of working productively with faculty and student researchers
- Skilled in the preparation of reports and external research funding applications
- Working knowledge of Canadian research 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 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 confidentiality, tact, diplomacy, discretion, and sensitivity when engaging with other employees, 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 (NSERC eligibility etc.)
- Skill in keyboarding at 50 wpm.
- Note this role will be required to work from the CARS Office/North Vancouver on a hybrid schedule

Required Training and Experience

- Completion of an undergraduate degree from an accredited institution

- Facilitation skills or training is an asset

- Project management training would be a strong asset
- Two years of directly related project management and/or research experience.
- Experience administering 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 working with multi-stakeholder groups and balancing multi and shifting priorities
- 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 grant guidelines and conveying the information to multiple 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)