

Class No.:	
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CLASS SPECIFICATION

RESEARCH GRANTS OFFICER – CREATIVE ACTIVITY, RESEARCH AND SCHOLARSHIP (CARS)

NATURE AND SCOPE OF WORK

This coordination-based role works in support of the CARS office, and it includes work of a confidential and sensitive nature. An employee in this position is primarily responsible for coordinating the day-to-day operations of the CARS Office, including coordinating special projects, faculty grant calls and administrative activities which fall under the jurisdiction of the Associate Vice President of Creative Activity, Research and Scholarship & Graduate Studies. Duties include, working with research development professional associations, to actively identify local, national, and international environments for new, existing, and evolving research funding and research capacity building opportunities to support faculty and students. Duties also include coordinating and crafting communication and arrangements between the CARS office and internal and external partners, researching content and preparing and producing a wide variety of reports and communications materials, coordinating Faculty Peer Adjudication, and coordinating and arranging online and in-person events and workshops. This role is also responsible for coordination tasks set out by the Research Ethics Board (REB), which includes educating faculty and grant awardees on research ethics requirements and university approval processes. This position reports to the Associate Vice President, Creative Activity, Research and Scholarship & Graduate Studies.

ILLUSTRATIVE EXAMPLES OF DUTIES

Business and Relationship Development

- Works with research development professional associations, such as Canadian Association Research Administrators to actively identify local, national, and international environments for new, existing, and evolving research funding and capacity building opportunities to support faculty and students.
- In partnership with other research development professionals (and the AVP), keeps up to date on funding opportunities in what continues to be a rapidly expanding and complex array of programs.
- Advises faculty members on internal and external research funding opportunities through a variety of mechanisms as appropriate (e.g., internal, and external funding calls,

website, information sessions, co-sponsored lunch and learn workshops, grant library etc.).

- Educates researchers about timelines and procedures related to the grant submission and university grant spending processes (escalates spending questions to AVP).
- Drafts audience-specific reports, correspondence, short articles, and submissions that communicate CARS projects and faculty and student research and projects, for CARS and other internal and external newsletters and social media content.
- Works directly with external funding agencies, builds and nurtures these relationships so that the office can access proactive/upcoming funding criteria
- Relationship building with faculty from all 5 Faculties and learning sites and provides updates and answers to faculty-based CARS inquiries with reference to research capacity building opportunities, stewards CARS collaborative projects, and markets (in-person and online) upcoming CARS capacity building opportunities.
- Provides coordination and input to the start-up of new internal CARS programs, special projects and student Research Assistant hiring as required.

Administrative duties

- Provides the preliminary administrative review (with oversight of AVP) of successful grants and payments to ensure compliance with university and granting agency requirements.
- Interprets, implements, and communicates (in person and in print content) University and grant agency/sponsor policies, procedures, and guidelines.
- Coordinates grant extensions for faculty for approval/signature of AVP (CARS and Graduate Studies)
- Coordinates information for faculty dissemination with external funding agencies and research partners during and after grant application submission and with other units in the university such as Accounting and Research Ethics Board as necessary.
- Manages the internal research grant programs processes through the grant-call, to development and delivery of a fair adjudication processes (with Peer Adjudicators) and problem-solving and escalation the AVP.
- Advises researchers on the development of competitive research proposals by coordinating and ensuring our faculty members are kept informed, in a timely manner, of emerging opportunities, program changes, and deadline information (via newsletters, bulletins etc.).
- Partners with AVP and subject-matter experts to provide workshops on competitive proposal writing, university and sponsor guidelines, and details of specific grants opportunities.
- Evaluates current procedures and as required, identifies, and recommends to AVP changes or improvements to internal procedures to better facilitate the grant administration process.
- Expected to provide input into future planning related to the CARS portfolio and to the strategic planning exercises of the unit, as required.
- Stewards and tracks Research Assistant job postings and streamlines and adjusts hiring processes for faculty hiring RAs. Guides faculty in hiring RAs and escalates to HR when appropriate.

- Reconciles the Offices P-Card, from time to time organizes travel and or conference participation for AVP and REB members.

Post-Award Grant Administration:

- At award stage, prepares package of information for accounting personnel at the university, ensures project set-up, including collection of all required certifications and approvals.
- Under the leadership of the AVP, manages intake of sub-grants from other institutions for projects falling in the CARS Office portfolio.
- Liaises with the research ethics board chair on questions relating to research ethics requirements and compliance (and escalates to AVP when necessary).
- Database management for current applications and award data, drafts internal award letters (for CapU grants), and ensures all electronic files are all kept up to date.
- Acts as first point of contact for grant extensions and overages (then consults with AVP)

Research Ethics:

- In partnership with the Research Ethics Chair, monitors, and updates research ethics procedures, communicating updates across university departments and faculty
- Facilitates the first stage onboarding of new Research Ethics Board (REB) member appointments including review of the standard operating procedures
- Manages research ethics content on the external facing website and other communications as appropriate (led by REB Chair)
- Educates faculty and grant awardees on research ethics processes at the university and REB application timelines.
- Develops, implements, and maintains records management systems and effective workflows related to the REB together with REB Chair and members.
- Manages the tracking of REB applications, trainings for Board members, certifications, and professional development opportunities (workshops etc.) for faculty.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Able to communicate effectively in business English in both the verbal and written form, and to understand complex verbal and written information and instructions, such as Research Ethics information.
- Working knowledge and experience in building, assessing content, and maintaining social media and other communication platforms
- Thorough knowledge of MS office suite of products (Word, Excel, PowerPoint). Ability to learn new office systems, practices, and procedures
- Demonstrated commitment to decolonization, equity, diversity, and inclusion which may be enhanced by lived experience
- Working knowledge of marketing and communications processes and best practices

- Ability to draft correspondence, reports, and memoranda from general instructions, appropriate to the intended audience and with sensitivities of a given situation, and with correct emphasis and tone.
- Ability to exercise tact, diplomacy, discretion, and sensitivity when engaging with other employees, students, community groups, multi-cultural groups, and the public.
- Demonstrable understanding of the Freedom of Information and Protection of Privacy Act.
- Ability to understand the context of issues to exercise initiative and judgment regarding action required.
- Ability to apply organizational skills to meet deadlines and adapt to changing situations, reprioritize tasks smoothly.
- Ability to answer questions regarding university and area policy and procedure, and collective agreements up to a defined level on behalf of the administrator.
- Ability to establish and maintain office administrative procedures.
- Analytical and problem-solving abilities together with the ability to synthesize information from complex written instructions (grant calls etc.)
- Skill in keyboarding at 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a relevant undergraduate degree from an accredited institution.
- Three years of directly related administrative support experience.
- Experience managing research grant funds in a post-secondary environment an asset.
- Experience building professional relationships with faculty members, Deans, and student research assistants.
- Experience running events/information sessions with external and internal presenters.
- Experience disseminating complex information, in written form or from government webinars

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Tri-Council Research Ethics Course (currently TCPS #2).