



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Manager, Research Office Administration
Position Status:	Permanent, 35 Hours of Work Non-Union
Department:	Vice-President Academic and Research
Supervision Received:	Associate Vice President, Research & Graduate Studies
Supervision Exercised:	Research Officer Research Outreach Officer Student Assistants
Location:	Brampton or Sault Ste Marie, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A. Research Management	60%
B. Administration and Leadership	30%
C. Other Duties	10%
TOTAL	100%

Reporting to the Associate Vice-President - Research and Graduate Studies (AVP-RGS), the Manager - Research Office supports the research and innovation infrastructure of the University, assisting in implementing the Research Strategic Plan.

The Manager provides leadership and direction to a team of Research Officers and Research Outreach Officers to ensure efficient and effective services for pre and post-grant funding activities. The Manager, Research Office will work closely with the team and faculty to facilitate the identification of new funding opportunities, and to optimize success with new and



existing funding opportunities. The Manager will also oversee the operations of the Office of the VPAR and coordinate the administrative support necessary for proper research governance and operations processes including annual reporting, re-chartering, events and communications.

RESPONSIBILITIES:

A. Research Management (60%)

- Active participant in generating opportunities to increase research funding.
- Maintain up-to-date knowledge of national and international funding opportunities by conducting research and liaising with internal departments and external organizations.
- Create and provide effective tools, templates, guidelines and other materials to Researchers to aid in the development of grant applications, thereby ensuring best practices and consistent standards.
- Work closely with and coach applicants throughout the grant writing and development process.
- Support researchers in developing application budgets ensuring adherence to agency and university policies and guidelines.
- Manage training and mentoring of the Research Officer(s) and Research Outreach Officer(s) to ensure compliance with internal and external funding agencies' processes and policies.
- Oversee the coordination and organization of Research Advisory Committee (RAC) meetings.
- Oversee the establishment and tracking of research metrics from application to dissemination.
- Oversee the promotion and communications of all research-related information.
- Ensure the committee representation for the Research Ethics Board (REB) and RAC are filled, following Tri-Council and Senate guidelines, respectively.
- Oversee the process of the Research Strategic Plan from development to implementation and reporting.
- Ensure policies and procedures are up to date to comply with provincial and federal funding.
- Assist with the review of faculty research applications to ensure eligibility and ease of readability.
- Manage the expense requests for research funding to ensure compliance with purchasing policies and external funding agencies' policies are followed.
- Assist in confirming commitments for matching funds, and help obtain information on in-kind and cash contributions from the institution and any external partners.
- Prepare and provide information on successful grants to various communications contacts to share success stories with the community
- Support the University's research agenda through the coordination of meetings and information sessions.
- In collaboration with the Deans, Researchers and Faculty, coordinate the preparation



of the University's Annual Report on Research documenting the research conducted across the institution.

B. Administration and Leadership (30%)

- Lead the development of the fiscal year's research budget on behalf of the Office of the VPAR based on historical spending, commitments to research initiatives and strategic priorities planning
- Prepare overall multi-year projections of the financial position of the University on research and make budgetary management recommendations
- Coordinate, monitor and direct the setup of financial structures to ensure that each activity is managed according to the terms of the specific grant.
- Plan, manage and coordinate the development of the annual operating budget.
- Coordinate the proper management of assets and their disposal following the completion of a specific research initiative adhering to the standards and procedures set by the granting bodies.
- Work with researchers to ensure strong project management practices are used to ensure that research projects meet the objectives stated in their applications and are delivered on time and within budget.
- Reconcile monthly spending and advise on over or under-spending.
- Oversee the research and lab assignments through the Space Allocation Committee and in collaboration with the Chairs and Faculty Academic Dean.
- Oversees the implementation and reporting of the research-related portions of the Academic Plan

C. Other Duties (10%)

- Other duties as assigned.

WORKING CONDITIONS:

Physical Effort

Minimal

Some lifting/physical effort required for transportation of materials and setup for school visits.

Physical Environment

Minimal

Minimal exposure to unpleasant/disagreeable conditions.

Sensory Attention

Considerable

Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention (programming, graphic design, repairing equipment).

Mental Stress

Considerable



Work activities are performed in an environment with frequent exposure to mental pressures conditions where mental stress may be noticeable. Such as conflicting deadlines, dealing with angry/emotional disturbed/dangerous clients/public, regular and disruption of personal life or need to travel.

MINIMUM QUALIFICATIONS

- Master's Degree, with 5 years of related experience in an academic setting or research environment required or an equivalent combination of education and relevant experience.
- 2 years of demonstrated leadership experience
- Superior written and oral communication and editing skills to understand, develop and advise strategically on the development of complex research proposals.
- Proven ability to translate complex technical research concepts to language suitable for non-expert reviewers and adjudicators
- Ability to effectively implement metrics and analytics on research initiatives
- Strong understanding of university research landscapes, including smaller faculty-based grant support and external research funding environments such as Tri-Council competitions and related other calls for proposals
- Proven ability to work collegially with internal and external communities supporting faculty researchers in their endeavors
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications; Google Workspace
- Knowledge of project management to manage complex projects and program
- Knowledge of financial accountability principles related to the administration of research grants
- Ability to multitask and work well under pressure
- Use of expertise and knowledge to authorize decisions
- Strong organizational skills

Salary Scale: \$91,863 to \$114,829 annually.

To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on August 7, 2024.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages



applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.