

Professional Job Position Description

Section I: Position information

Effective Date _____	☒ Update Only	☐ Classification Review
Position title	Manager, Research Services (Excluded Prof Position)	
Position number	999784	
Classification level	D	
Position affiliation	☐ AUFA ☒ Excluded	
Location	Virtual	
Department	Research Office	
Reports to	Associate Vice President, Research	

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Director, Research and Innovation (the Director), the Manager, Research Services is responsible for: general management of the Research Services unit; project coordination as it relates to Research Services; ensuring personnel/resources are available to facilitate the submission of successful research funding proposals (internal and external) from AU faculty; coordinating, facilitating and directing the administration of operational research funding; developing and maintaining research records and publications; supporting the AVPR and the Director in promoting research at AU in accordance with the mission, values, goals and policies of the University and developing the annual operational budget plan for the Research Services unit; as well as managing the budgets administered by the unit.

The Manager, Research Services is a member of the Research Office leadership group and participates in collective governance and strategic decision-making under the leadership of the Associate Vice-President, Research, in collaboration with the Director and other Manager(s) within the unit.

The Manager, Research Services acts under the general direction of the Director but is expected to demonstrate initiative and be capable of working independently and with minimal direct supervision. Working closely with faculty, Deans, Chairs/Directors, Department Heads, as well as with public and private sector personnel, the Manager will facilitate and oversee the administration of internal and external research grants and contracts, and internal funding allocations within the Research Services unit at AU.

The Manager is responsible for the daily management and operation of the Research Services unit, including the supervision of staff dedicated to supporting internal funding review committees (ARF, APDF, REB, other), assisting AU researchers with the submission of applications for internal and external funding, the post-award financial administration of successful research grants (internal/external), as well as Research Ethics.

The Manager provides coordination and assistance to the Director and/or AVPR, as needed, for the development and submission of the Research Services annual budget and operational plan, and ensures sufficient financial resources are available to support the research funding application process, pre- and post-award administrative services, and ethics compliance.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

1. General Management, Research Services

- a) Corresponds, liaises, engages and collaborates with internal administrative units, faculty, and staff as well as external agencies and clients-
- b) Mediates and resolves administrative concerns within the Research Services unit.
- c) Advises on and administers policies related to research services (e.g., hiring of Research Assistants, Postdocs), external research funding; animal care and ethical conduct for research involving human subjects, and other, as necessary.
- d) Provides consultation and assistance to faculty and staff with respect to University research policies and procedures, and the implementation of collective agreements. For example, assistance with hiring Research Assistants (RAs), research contracts for services/development, and other, as they arise.
- e) Facilitates support (financial and staff resources) for the organization of research events and seminars/webinars, including research funding-related workshops.
- f) Provides guidance and ensures appropriate staff support is available for web development/maintenance for pages within the Research Office website, including RO Newsletter updates.
- g) Provides informed support to assist in decision-making by the Director and/or AVPR as required and undertakes other duties and responsibilities as assigned by the Director and/or AVPR (e.g., assistance with key performance indicators from AU's strategic plans).
- h) Directly supervises staff within the Research Services unit and is responsible for workforce management within the team. This includes oversight of time and attendance records, managing capacity, supporting professional development, overseeing performance management, and ensuring compliance with applicable collective agreements.
- i) Ensures appropriate administrative resources are available for the submission of research proposals to the Tri-Agency and other funding bodies/sponsors.
- j) Responsible for ensuring an inventory of research initiatives (successful and unsuccessful) within the Research Grants Management system.
- k) Works collaboratively with the Director and other members of the Research Office to ensure that a web presence for research is maintained and collaborates with University Relations to develop or coordinate the production of documentation and media communications to publicise faculty funded research projects, achievements and awards.
- l) Serves as a liaison between staff and the various funding agencies as applicable.
- m) Oversees the pre- and post-award administration of internal and external research grants. This includes, but is not limited to, assisting with interim progress and final reports upon request, assisting with financial reports, and working with the principal investigator(s), to ensure reporting deadlines and conditions are met. Liaises with the Office of the VP Finance, and Financial Services as appropriate.
- n) Responsible for the development and submission of Institutional applications and reports regarding University led research grants in consultation with the Director (e.g., SSHRC General Institutional Grant, Research Support Fund, CRC Program Annual Institutional Report, other)
- o) Ensures appropriate administrative support is in place for committees dealing with research (e.g., ARC, ARF, APDF, REB, other)
- p) Assists the Director in the development of Research Services operational budgets, including revenue and expenditure targets, and authorizes expenditures as delegated.
- q) Ensures resources (technology and human) are available to identify opportunities in research funding and facilitate research seminars, workshops, conferences, and other related promotional events.
- r) Responsible for the development/maintenance of research orientation information for faculty and staff in coordination with the RO leadership group.
- s) Ensures effective and efficient administration of the research compliance processes via the Research Ethics Officer (direct report).

2. Project Coordination

- a) Administers various projects and activities within the Research Services unit.
- b) Conducts analysis of the internal and/or external environment as requested for various initiatives. Assembles information and reports on various data (e.g., Enterprise Risk Management, Provincial Priorities Act). Provides recommendations where appropriate.
- c) Provides project reporting coordination on behalf of the Director and/or AVPR for external research initiatives as assigned, including, but not limited to, CFI/RCP, CRC, AB Innovates, Tri-Agency (e.g., Research Data Management and Equity Diversity and Inclusion), and other, as needed.
- d) Prepares and/or coordinates management and statistical reports as required.
- e) Monitors and reports on the implementation of the University's Research Plan. Provides information on/analysis of implementation/reporting issues.
- f) Assists the Director and/or AVPR with Business Continuity Planning.

3. Fiscal Responsibility –Research Services

- a) Ensures appropriate administrative resources are in place to monitor research project budgets assigned to the Research Services unit. Manages the operational budget for the unit and reports on variances.
- b) Assists the Director and/or AVPR in the development and submission of the annual operational budget for the Research Services unit and notifies the Budget Office of the restricted research grant budgets for upload to the AU budgeting system (i.e., IBM TM1) by the Finance Business Partner.
- c) Responsible for fiscal reporting to external agencies/organizations on behalf of the University. For example, Tri-Agency, CRC Program, RSF Program, Provincial funders, and others as requested.
- d) Liaises with Deans, Centre Chairs/Program Directors, faculty and other staff regarding various research project budgets administered by the Research Services unit, as needed.
- e) Ensures institutionally funded projects are in compliance with granting agency policies and procedures.
- f) Reviews research contracts in consultation with the Contracts Office and provides recommendations on general issues as well as on proposed budgets.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS Program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

1. The Manager, Research Services is responsible for developing and maintaining effective working relationships with a variety of internal and external individuals and groups including federal granting agencies, provincial government agencies, private sector businesses, industry, foundations, and the academic community.
2. Develops and maintains effective communication both within AU and between AU and the external community.
3. Liaises with AU faculty, federal and provincial funding councils and government agencies, and private sector sponsors.

4. Works closely with the AVPR, Director, Research and Innovation, Financial Services, Human Resources, the Office of the Provost and Vice President Academic, Canada Research Chairs (CRCs), and faculty and staff within the institution.
5. Must be able to communicate research priorities to staff.
6. Must be able to gather and interpret information from various sources and to recommend solutions to issues and problems. Considerable liaison both internally and externally. Must be able to communicate financial management concepts.
7. Interacts and communicates with Deans, department heads, Centre Chairs/Directors and their equivalents in other organizations/institutions.

Supervision

1. The Manager directly supervises the professional and support staff positions within the Research Services unit.
2. The Manager fosters a team approach within the Research Services unit.
3. The Manager is responsible for personnel matters and workforce matters affecting the Research Services unit.
4. The role also promotes a structured and efficient workflow within the Research Services team.

Impact of service or product

1. This position has a direct impact on research funding received by the University.
2. The Manager serves as a spokesperson for the University (internally and externally).
3. External and internal contacts require tact, and an understanding of academic protocols and the larger political context.
4. Analysis of various issues and resulting options / recommendations may result in changes to University procedures - it is therefore imperative that the information gathered and presented is accurate and verifiable.

Independence of action

The Manager, Research Services reports to the Director. For regular business, the Manager works independently and makes decisions which conform to AU policies and requirements. In instances where policy does not exist, which are expected to be substantial, the Manager is expected to use their experience, expertise and judgement, and to consult relevant stakeholders as appropriate, in order to make sound decisions. The Manager is also expected to recommend and advise on the development of policy/procedures. Actions and results are reviewed for appropriateness, feasibility and effectiveness.

Complexity

1. The Manager ensures that research conducted at, or on behalf of, AU conforms to AU policies and procedures as well as the policies and procedures of sponsoring agencies.
2. The Manager liaises with the OVP Finance and the department of Financial Services as appropriate as it relates to budgets within the Research Services unit.
3. The Manager must be able to analyze external trends, to research, gather and interpret information, to provide options and recommendations, including costs/benefits.
4. The Manager liaises with the Office of the VP Finance and Financial Services as appropriate in relation to various business aspects of relevant grants and contracts, including legal liabilities and responsibilities.
5. Ensures the Research Services unit provides expert and dedicated services to faculty members in alignment with regulatory requirements from funding agencies and other sponsors.

Planning

1. Assists the Director, Research and Innovation and/or AVPR with the development of the annual institutional for budget the Research Services unit and oversees its implementation.
2. Coordinates, as requested, the implementation of the University's Research Plan, and other institutional strategic plans, as applicable.

3. Coordinates the collection of research activity data for institutional metrics or other research measures on a quarterly or annual basis, as appropriate.
4. Assists the Director and/or AVPR in developing a sustainable plan for the advancement of AU research services and administrative supports, which requires awareness and adeptness for change management.

Signatures for section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

1. A graduate of a recognized masters' degree program plus at least 7 years of progressively complex administrative experience, preferably in a post-secondary environment. PhD preferred.
2. Experience in project management/coordination.
3. Experience in using computer systems and software; specifically, Microsoft Teams, Windows, Word, Access, Excel, E-mail. Skill in the use of Artificial Intelligence for research administration is an asset.
4. Demonstrated analytical and problem-solving skills.
5. Strong negotiating, interpersonal and communication (verbal and written) skills.
6. Demonstrated financial management skills including budgeting, project accounting and financial reporting.
7. Proficient in multi-tasking and able to work under pressure with volume plus constant and concurrent deadlines.
8. Ability to understand research proposals and evaluation methodologies.
9. Self-directed individual with demonstrated ability to work independently, yet eager to be lead, as well as be a part of a team.
10. Knowledge of the research funding landscape provincially, federally, and internationally.
11. Solid understanding of the post-secondary research environment.
12. Managerial experience including: development and monitoring of budgets, supervisory experience, external relations and policy development.
13. Accuracy of information, knowledge of University policies, and the ability to research history of issues is essential.

An equivalent combination of education and experience may be considered.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.

Human Resources review		Date Select a date.
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