

Job Summary – CPM (Confidential, Professional and Managerial Employees)

Position Title: ORU Research Manager
Reports To: Senior Executive Officer

Job Code: 955120
CPM Salary Grade: E
Faculty/Department: Office of Vice-
President Research & Innovation

I. JOB PURPOSE:

The ORU Research Manager is responsible for guiding, supporting, and promoting collaborative, innovative and interdisciplinary research at York, primarily through York University's Organized Research Units (ORUs). As a person with experience managing and/or facilitating national and international funding opportunities – particularly Tri-Council grants – the incumbent will encourage and work with ORUs in identifying and pursuing suitable opportunities by helping to develop high quality applications that can increase the number of grant submissions and the success rates of funding applications. The ORU Manager will provide administrative support to the VPRI leadership in all ORU governance and operations processes, including annual reporting, re-chartering, director searches, ORU related space, events, and communications.

2. MAJOR DUTIES:

A) Leverage internal and external opportunities to increase research intensification

- Active participant in generating funding opportunities to increase research funding opportunities while suggesting efficiencies to better support ORU Directors
- Maintains up-to-date knowledge on national and international funding opportunities by conducting research and liaising with internal units and external organizations.
- Maintains thorough understanding of all ORU research interests and priorities and advises ORU Directors and members on suitable funding opportunities to pursue.
- Creates and provides to Researchers effective tools, templates, guidelines and other materials to be used in developing grant applications, ensuring best practices and consistent standards.
- Works closely with and coaches applicants throughout the grant writing and development process when ORUs seek support, developing timelines that meet internal deadlines.
- Supports researchers in developing application budgets ensuring adherence to agency and university policies and guidelines.
- Assists in confirming commitments for matching funds, helps obtain information on in-kind and cash contributions from the institution and any external partners.
- Liaises with other research supports units on campus, including but not limited to, Research Accounting, Procurement Services, Facilities Services, University Information Technology (UIT), Risk Management, Innovation York etc., to ensure timely engagement and partnership development, when required for the grant applications.
- Liaises and coordinates with SIRI, faculty offices, ORS, advancement to identify research funding opportunities and ensure applications reflect institutional and Faculty objectives.
- Develops effective and appropriate metrics to measure ORU activities and impact. Conducts in depth analysis of the metrics and advises the AVP Research and Senior Executive Officer of areas of success and improvement.

B) ORU Engagement

- Supports and advises the Senior Executive Officer in space planning for the ORUs and is the primary contact with Facilities Services on ORU maintenance and renovation projects.
- Plans and coordinates VPRI events related to the ORUs, such as the Research Gala research symposium.
- Acts as liaison between VPRI communications and ORUs to assist the ORUs in website maintenance and management, ensuring adherence to institutional templates and branding.
- Supports ORUs in achieving their research goals through activities listed in A above;
- Organizes and co-chairs bi-monthly ORU Coordinator meetings to disseminate information, engage in discussions and collect feedback.
- Facilitates online forum for Directors and Coordinators to convene, ask questions and share best practices.
- Provides support in preparation and logistics for selected larger scale ORU events and conferences.

C) Post-Award Support

- In collaboration with ORS, prepares and provides information on successful grants to various Communications contacts (VPRI Communications Manager, Faculty Communications teams) so success stories can be shared with internal and external stakeholders.
- Advises ORU Directors and Coordinators on grant administration and financial management best practices that ensures cost effectiveness and resource maximization while adhering to University and agency guidelines.
- Maintains relationships with key contacts across campus and helps ORUs problem solve and liaise with support units where necessary to ensure research priorities and interests are represented.

D) VPRI Support

- Supports the AVP Research in carrying out and managing ORU governance processes including annual reporting (drafting annual report templates, collecting annual reports, scheduling, taking minutes and drafting letters for the annual board meetings), re-chartering and Director searches.
- Schedules the monthly Council of Research Directors (CRD) meetings, the Working Group meetings prior to the CRD meetings, and documents the minutes of the meetings.
- Actively liaises with Advancement to promote ORU activities and seek development opportunities.
- Supports the AVP Research in continuously enhancing and fostering synergistic relationships between Faculties and ORUs.

3. SUPERVISORY RESPONSIBILITIES:

Positions Supervised

YUSA-2 (short-term contracts)

No. of Incumbents

3+ (3 long-term Coordinators + ad hoc ORU contracts)

Total number of staff supervised:

3+

This position has full managerial authority with respect to the above noted employees within the division. This includes, but is not limited to, overseeing hiring, staffing assessments, work performance assessments and corrective action (including disciplinary action up to and including termination). This position coaches, trains and assigns work to staff, as well as oversees and approves their attendance related requests.

4. PERSONAL CONTACTS:

Type: All ORU Directors and Coordinators

Purpose: First point of contact for all ORU related questions and concerns. Provide and obtain information on variety of funding opportunity related issues, coaching and advising on funding proposals.

Type: AVP Research, VPRI staff including Office of Research Services and Innovation York, Faculty research offices,

Purpose: Provide and obtain information and secure approvals on a variety of research related issues, coordinating initiatives and activities, partnership development, advise on ORU governance and operational aspects.

Type: External research partners (public, private sector, NGO), funding agencies, community groups, other national and international academic institutions, intergovernmental (i.e. United Nations) agencies, and non-governmental organizations.

Purpose: To exchange information, review and confirm contributions, coordinate, and develop applications and administer projects. Represent York at meetings and events.

5. DECISION MAKING:

The incumbent acts independently within the prescribed responsibilities and parameters of the position. Must use discretion, tact, and good judgment daily, considering confidentiality in the communication of information to internal and external partners, organizing schedules, setting priorities within the office, and dealing with competing demands.

6. DIRECTION RECEIVED:

AVPs Research, Senior Executive Officer, and ORU Directors.

7. FINANCIAL/BUDGETARY CONTROL:

One of the key priorities for this position is to leverage ORU strengths and encourage funding submissions by ORUs, thereby increasing research funding. The incumbent will be responsible for advising researchers on budget development for various funding opportunities, including multi-million large-scale grants.

Payroll Budget	\$80,000
Operating Budget	\$10,000 - Events
Other Budgets	N/A

Other major accountabilities, e.g., information, materials, buildings, equipment, etc.

Responsible for updating the infrastructure inventory access databases, maintains paper and electronic ORU files, updates ORU websites as required.

Responsible for ordering ORU computer equipment, printers and furniture, responsible for updating and the safe keeping of the Simultaneous Interpretation Equipment for ORU use.

8. QUALIFICATIONS:

A. Educational Requirements:

Graduate degree is required or an equivalent of recent research experience. This educational requirement is in addition to the minimum experiential requirement listed below.

Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

B. Experience Requirements:

5-7 years progressive experience in research administration to adequately support faculty in the development of high-quality grant applications, in terms of the size and scope of research grants that are supported. Preferred is measuring research impact.

C. Required Skills (Specialized knowledge):

- Superior written, verbal and listening communication skills to understand, develop and advise strategically on the development of complex research proposals.
- Ability to translate technical research concepts to language suitable for non-expert reviewers and adjudicators.
- Ability to translate knowledge produced or research findings to public audiences beyond the University.
- Ability to effectively implement metrics and analytics on research initiatives
- Strong financial skills to understand, develop and advise on the development of complex budgets for research proposals; experience using Excel for this purpose essential.
- Strong understanding of the internal university research landscape, including smaller faculty-based grant support, and external research funding environment, particularly Tri-Council competitions, and related federal calls for proposals.
- Exceptional communication and relationship-building skills to work with various university contacts, senior leaders ,and external stakeholders.
- Team building skills to instill a collaborative and supportive research culture at York in and among its ORUs.
- Extremely good time management and organizational skills; ability to multi-task and prioritize competing deliverables in an effective and timely manner. Ability to learn and adapt quickly to changing circumstances and environment.
- Exceptional ability to maintain confidentiality in the work performed.

9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS:

Normal working conditions in an open office environment where interruptions may be frequent. Long periods of sitting required for reviewing and editing grant applications. Frequent visits to ORUs located in other buildings required for meetings, events and to facilitate operational activities such as maintenance and renovations.