#### Trent University Logo EXEMPT JOB DESCRIPTION

**Job Title:** Strategic Research Initiatives Coordinator

**Job Number:** X-423 | VIP: 1731

**Band:** EXEMPT-4

**Department:** Office of Research and Innovation

**Supervisor Title:** Manager, Research Engagement

**Last Reviewed:**  March 18, 2022

#### **Job Purpose:**

Reporting to the Manager, Research Engagement, the Strategic Research Initiatives Coordinator is responsible for the effective and impactful delivery of strategic research initiatives and special research projects at Trent University.

In collaboration with the Manager, as well as the Director, Office of Research and Innovation, and the Vice President, Research and Innovation, the Strategic Research Initiatives Coordinator will promote the excellence of Trent University research through the administration of the internal research awards program, identifying opportunities for external research awards and facilitating strategic partnerships.

The Strategic Research Initiatives Coordinator provides service to Trent’s researchers for the advancement, development, and administration of special research awards, both internal and external to Trent University. With an emphasis on highlighting institutional research development, the incumbent will work closely with key internal and external stakeholders to advance Trent’s strategic research priorities.

As well, the Strategic Research Initiatives Coordinator will be fully cross-trained in the responsibilities of the Research Operations Coordinator in order to provide back-up coverage in the areas of Office Administration and Operations Coordination, Communication and Technology Assistance, and, Finance and Budget support.

#### Key Activities:

##### Annual Planning for Strategic Research Initiatives

* Develop, maintain, communicate, and monitor a comprehensive annual research related awards and events calendar in consultation with the Manager.
* Contribute to the development, implementation, and evaluation of research initiatives as found in the Strategic Research Plan.
* Maintain an up-to-date knowledge of external research awards and opportunities through pro-active monitoring of Tri-Agency, funding agency and research community websites and databases.
* Draft applications to appropriate external awards on behalf of the Vice President.
* Identify new external research grants, funding, and potential partnerships; attend periodic meetings with sponsors and/or other university representatives for new opportunities.

##### Research Awards Program Facilitation

* Facilitate all processes associated with Trent’s internal research awards programs.
* Ensure Calls for Nominations, Selection Committee coordination, Deadline achievement and related communications products are completed for all internal research awards in the annual cycle.
* Provide administrative management of Trent University’s applications and financial reporting for portfolio-related grant, training, and scholarship programs.
* Confirm eligibility of candidates to the various programs and create correspondence for the management of research awards.
* Coordinate and present workshops and provide overall assistance for Trent’s faculty and students applying to the various awards and programs.
* Provide support to Research Facilitators in the Office of Research and Innovation as required for tasks such as grant inquiry, applicant status, award criteria, etc.

##### Intellectual Property and Patent Administration

* Coordinate and administer Trent University’s patent portfolio, including tracking, communication, dates, and stakeholder information.
* Prepare, maintain, and submit patent activity reports.
* Maintain a comprehensive list of all completion dates and deadlines for actions and authorize payments.

##### Program Coordination and Special Projects

* Collaborate in the facilitation, communication, implementation, relationship building, evaluation and reporting for programs and special projects as determined by the Manager, Director, or Vice President.
* Facilitate all processes of identified programs including providing administrative management and financial management of related initiatives.
* Acts as the University’s liaison with institutional partners, external partners, government agencies, faculty members, and colleague university members.
* Support the Vice President’s and Office of Research and Innovation’s special events and visits by sponsors and research delegations by way of event planning, organizing, and attending when required.
* Liaise with the Manager for the full extent of planning to bestow research awards including communications internal and external to the University and celebration event planning.
* Provide back-up coverage for all activities of the Research Operations Coordinator.

#### Education Required:

* Honours Bachelor’s Degree

#### Experience/Qualifications Required:

* Experience in special projects or initiatives positions in a post-secondary educational institution, working with research faculty.
* An understanding of university operations and culture is essential.
* Ability to organize and prioritize tasks with strong use of initiative, sound judgement, independent thought, and precise attention to detail with a high level of professionalism.
* At least 3 years of relevant experience.
* Proven understanding of the various constituencies within the University environment and ability to handle highly confidential information.
* Adept at problem solving and excellent judgement in situations requiring initiative and tact.
* Demonstrated ability to prioritize at a high level.
* Excellent verbal and written skills.
* Experience developing award applications or similar considered an asset.
* Demonstrated ability to set work plans and meet deadlines with efficiency.
* Excellent interpersonal skills and a collaborative style.
* Proficiency in using Microsoft Office Software (Word, Excel, Access, and PowerPoint), Microsoft Teams, Zoom, Drupal 8 and Internet required.
* Proficiency utilizing online portals and platforms.
* Solid problem-solving and analytical skills and a proven ability to multitask.
* Experience in event planning and/or project management an asset.

#### Supervision:

* Supervise and direct the activities of student employees or interns.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*• Prioritizing and mapping out dedicated projects and deadline tracking.*

*• Complex reasoning applied in strategic initiative partnerships discussions which may include faculty, industry, funding agencies, and others.*

*• Developing strategic approaches for new external research awards based on analysis and alignment of Trent’s expertise.*

##### Decision Making

*• Complex interactions may arise with faculty, departments and external stakeholders in elevating Trent’s share of significant research awards and accolades.*

*• Negotiation and decision-making with ORI team for research award priority setting.*

*• Confidentiality, discretion, tact, and judgement are required.*

##### Impact

*• Representing and promoting Trent University with a high degree of professionalism and diplomacy.*

*• Actions or decisions taken by the Coordinator impact the goals and objectives of the research portfolio for attaining prestigious awards and research grant capture.*

*• Reputational impact for Trent University when the Coordinator is in dialogue with external community members and other stakeholders.*

##### Responsibility for the Work of Others

*Supervise and direct the activities of student employees or interns.*

##### Communication

##### *Internal:*

##### *• Vice President, Research and Innovation*

##### *• Director, Research & Innovation*

##### *• Manager, Research Engagement*

##### *• Vice Presidents Offices*

##### *• Deans (all) Offices*

##### *• Faculty Researchers*

##### *• Students*

##### *External:*

##### *• Private Sector including industry partners*

##### *• Other universities, colleges and research offices*

##### *• Government partners*

##### Motor/ Sensory Skills

*• Keyboarding & mouse manipulation - Computer usage impacts upon key responsibilities*

*• Dexterity/Coordination - Interaction at special events*

*• Hearing, speech and visual - complex remote and face to face communication and interaction with key stakeholders*

##### Effort

*Mental:*

*• Sustained concentration - Email review/answer; telephone, document work*

*• Problem solving ability to exercise sound judgement in order to evaluate and assess situations/issues and to initiate solutions*

*Physical:*

*• Long periods of time spent keyboarding, in meetings*

*• Frequency of exposure to workplace noise*

##### Working Conditions

*Physical Environment*

*• There are no adverse physical environment conditions inherent to the job.*

*Psychologocial:*

*• Challenge of managing competing, urgent and key issues*