**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Research Facilitator

**Job Number:** A-372

**NOC:** 1221

**Band:** 10

**Department:** Research Services

**Supervisor Title:** Director, Research Services

**Last Reviewed:** February 20, 2019

Reporting to the Director Research Services, Office of Research and Innovation, the Research Facilitator is responsible for identifying, promoting, and managing sponsored research grant, contract and award opportunities for members of the research community. The Research Facilitator promotes best practices in grants, contracts, and awards facilitation and provides expert advice by maintaining current knowledge of the research landscape, including funding opportunities, peer-review processes, policies, procedures, and regulatory structures. Activities of this position support the institution’s Strategic Research Plan and provide key foundational administrative support to the research enterprise. The Research Facilitator offers a high level of customer service in a fast-paced, deadline-driven administrative unit. Operating with the utmost professionalism, the Research Facilitator manages sensitive and confidential information including maintenance of faculty research files.

**Summary of Key Activities**

***Pre and Post Award Administration:***

* + Provide expert advice and guidance to researchers (all disciplines) in the identification of grant opportunities and providing up-to-date information on funding opportunities, program objectives, policies/guidelines, evaluation criteria, deadlines, application procedures, and the requirements of research funding agencies and the university;
  + Provide assistance to researchers with the development, substantive review, and the submission of external research grant applications;
  + Manage the day-to-day administrative requirements for all sponsored research programs including maintaining the ROMEO database to ensure comprehensiveness, accuracy and the most current status, tracking all projects, activating, monitoring project deliverables, review and approval of expenses/research personnel as project appropriate, ensuring that all regulatory requirements are met, risk mitigation, application of policy, submission of reports, securing all supporting documentation including in-kind letters of support and sub-grant agreements, etc.;
  + Serve as an institutional resource for all members of the research community interested in developing programs of funded and unfunded research by developing and retaining in-depth knowledge of the research landscape, including international opportunities;
  + Using approved templates, manage contract and agreement development for all sponsored research activities in compliance with institutional policies and procedures and approved SOP’s;
  + Provide on-going due diligence and risk mitigation throughout the life-cycle of a grant, contract or award;
  + Provide researchers with direction with respect to purchasing of research equipment, employment of research personnel, risk mitigation, eligible and ineligible expenditures, travel policy, conflict of interest policy, planned and unplanned leaves etc.;
  + Liaise with Agency/Corporate contacts in developing terms of agreements/contracts/awards or questions relating to policy and procedure;
  + Liaise with institutional departments (e.g. Certifications and Regulatory Compliance Officer, Physical Resources, Risk Management, Purchasing, Research Accounting, Advancement, and Grad Studies) to ensure compliance with award agreements;
  + Participate in all regulatory monitoring exercises as required specifically in developing standard operating procedures (SOP) required as part of remediation;
  + Alert the Director Research Services to high risk project activities as they are discovered;
  + Act as a first response to assist researchers in managing challenges that sometimes arise between co-investigators and mediate/moderate/advocate as required to resolve differences;
  + Manage issues related to ongoing researcher eligibility including confirming terms of employment, rank, items in curriculum vitae, etc. ;
  + Assist researchers in understanding the results of peer-review, making meaningful recommendations for future improvements with a view to developing successful proposals;
  + Assist in the announcement of awards and coordination of press releases.

***General Administration:***

* + Work collaboratively with members of the Research Office team to develop, submit and manage multi-partnered research applications as well as institutional initiatives such as the Canada Research Chairs Program;
  + Respond to requests for information related to confidential or sensitive matters as required;
* Assist in distributing calls for proposals to quota programs and initiatives and provide commentary for the decision makers for the purpose of ranking files, proposals or nominees;
* Work collaboratively with Faculty Mentors to coordinate training and pre screening of grant applications;
* Participate in the drafting, development and implementation of institutional policies and procedures for supporting the university research enterprise;
* Maintain statistical records of research activities and draft and present reports as required
* Prepare background documentation and assist in writing institutional nominations for research awards and recognitions as required;
* Manage requests to the institutional funding envelopes such as CFI-IOF funding;
* Participate in site visits, workshops and information sessions for the Trent research community;
* Actively participate in formal and informal calls for feedback and information as appropriate (Program reviews, best practices, etc.);
* Work with the Research Accounting team to ensure that reporting on research projects takes place in a timely and accurate manner;
* Assist the Director, Research Services, as required.

***Ongoing Professional Learning:***

* Maintain active membership in the Canadian Association of Research Administrators;
* Participate in webinars and training sessions as they become available;
* Represent the university at regional, national and international conferences, meetings, and panels as required;
* Maintain proficiency in program guidelines and policies and procedures that guide the research enterprise

**Education**

* Bachelor’s Degree but a Master’s Degree requiring the completion of a major research paper strongly preferred.
* Professional Certificate in Research Administration or Research Management through the Canadian Association of Research Administrators considered an asset

**Experience Required:**

* At least three to five years’ experience in a research environment developing, reviewing, evaluating, editing, and administering research grants, contracts, and award agreements including federal and provincial agencies (Tri-Agencies; Canada Foundation for Innovation; Ontario Research Fund, etc.);
* Demonstrated knowledge of the rules, regulations and procedures relevant to the conduct of research;
* Exceptional interpersonal and written and verbal communication skills with the ability to interact productively and professionally with a wide range of internal and external stakeholders;
* Ability to critically read and interpret documents related to terms of agreements, financial obligations, legal liability and risk mitigation;
* Excellent project and time management skills with the ability to multi-task, meet deadlines and work well under pressure;
* Strong numeracy skills including multi-year budget development, in-kind valuations, and leveraging of funding;
* Demonstrated ability to manage confidential and sensitive materials;
* At least two years of the above experience in a computerized work environment and proficiency in web-based applications, e-mail and the use of spreadsheet, word processing and visual presentation software including application submission and management portals;
* A solid working knowledge of the research enterprise at Trent University
* Able to work non-standard schedule at times to deal with deadlines/travel.