

Research Manager Northern Medical Program Regular, Full-time

Purpose

The Research Manager provides administrative management for the research operations and research facilities within the Northern Health Sciences Building that fall under the responsibility of the Division and providing support for Research faculty appointed to the Division of Medical Sciences.

The Research Manager oversees the day-to-day administrative, operational and technical tasks of the Division's researchers and serves as the main point of contact for UNBC central administration for research related activities within the program. The Research Manager reports to the Administrative Director and works closely with the Research Lead and Associate Vice President (AVP) within the Office as well as with the Director, Research, UNBC. In addition, the incumbent will collaborate with other health research institutes and agencies, such as the Health Research Institute at UNBC.

Responsibilities

Specific duties include but are not limited to:

- Recruits, hires and provides direction and performance management of Division research administrative staff;
- Research Administration:
 - Developing policies, procedures and administrative systems relating to research in the Division, including risk and safety for research faculty, staff and students;
 - Identifying potential grant opportunities for researchers and coordinating the administrative functions related to the grant applications, ensuring application packages are complete before submission to the UNBC Office of Research;
 - Coordinating and administering internal program grant competitions;
 - Coordinating and administering competitions that fund NMP and MPT-N/MOT-N student participation in research projects (ie. Summer Student Research Program (SSRP), student research travel award, summer research stipends);
 - Creating and maintaining a database of faculty researchers and projects as a program resource to facilitate research collaborations and opportunities for students and faculty;
 - Connecting research faculty and students with research support resources within UNBC and UBC, as applicable;
 - Supporting research faculty in preparation of ethics applications;
 - Understanding provincial and national requirements for ethical standards of research and supporting program faculty in meeting these requirements;
 - Monitoring project timelines and budgets, including liaising with UNBC/UBC Finance, UNBC/UBC Purchasing, UNBC/UBC HR and external granting agencies as required, to support program faculty in strategic planning of research projects (hiring decisions, annual spending targets, equipment/supply purchases);

- Generating an annual report of research activities in the program and other reports as required; and
- Assisting program faculty with hiring of research support staff, including students; writing job descriptions, posting positions, screening applicants, participating in candidate selection, facilitating appointments, on-boarding and ensuring that UNBC and UBC policies and processes are adhered to.
- **Laboratory and Equipment Management:**
 - In collaboration with the UNBC Risk and Safety Office, developing and implementing comprehensive administrative policies, procedures, and protocols for ensuring optimal and safe operation of the research laboratories and equipment with the Northern Health Sciences Centre building;
 - Creating and maintaining a system for ensuring laboratory Standard Operating Procedures (SOP) have been adopted by Researchers and a Records Management System for this;
 - Maintaining a comprehensive inventory of equipment in the Northern Health Sciences Centre Building;
 - Monitoring laboratory equipment and research space use so that it strictly adheres to pre-established institutional requirements; following guidelines of UNBC's department of Risk Management Services, UNBC Space Allocation Policy and the UBC Faculty of Medicine's Academic and Research Space Allocation and Management Policy. Reporting any concerns to the Administrative Director and faculty leadership as a matter of urgency for corrective action;
 - Creating and maintaining a system for tracking laboratory staff and students working in the NHSC;
 - When necessary, developing scheduling processes or inventory logs for program purchased equipment used by research faculty, staff and students;
 - In collaboration with UNBC Health and Safety and the Animal Care and Use Committee, supporting research faculty, students and staff in receiving appropriate technical and safety training regarding laboratory procedures (ie. biosafety training, radioactivity permits, biohazardous materials), use of equipment and animal care protocols as required;
 - Approving access to research facilities based on safety training completion;
 - Researching and procuring materials, supplies, and equipment relevant to program research priorities;
- Completing reports relating to the research initiatives of the program;
- Collaborating with the Communications Officer to facilitate the timely dissemination of research related announcements, updates and communications materials;
- Participating in annual budget development activities with the program's Financial Officer and Administrative Director; and
- Consulting with the program's Financial Officer for year-end budget activities such as accruals and transfers.

Qualifications

This position requires a university degree in a research-related field (a Master's Degree would be an asset) plus a minimum of five years' experience in:

- Laboratory management
- People management
- Human Resources practices and working within a unionized environment
- Developing and managing budgets, as well as forecasting for future needs
- Managing competing needs for limited space and resources

An equivalent combination of education and experience may be considered.

Knowledge requirements include:

- Safety requirements of working within a bench laboratory environment
- Holds certificates for WHMIS and Biosafety
- Budget development and planning
- University administrative processes
- Tri-council granting agency (CIHR, SSHRC, NSERC) policies and procedures
- Facilities and space management
- Familiarity with lab-based technical procedures and equipment

Salary

This position has been classified at a Grade 13. The annual salary range for this position is \$72,890.22 to \$82,566.09 and the normal starting salary will be \$72,890.22.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details, please see:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm Monday through Friday. However, hours may be adjusted to meet operational demands. The position fulfills an on-call role along with other co-workers and will be expected to respond to phone calls, assess the situation, and direct response.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located in the spectacular landscape near the geographic center of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more

information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

Please forward your resume and proof of education quoting competition #20-151EM to:
Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions and inquiries: HRecruit@unbc.ca

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until the position is filled. Preference will be given to applications received by November 30, 2020.