

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESEARCH AND FACILITATION Level D, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for providing leadership for all research projects at a research facility; as well as positions responsible for providing direction to research administration activities of the university in collaboration with senior university administration and researchers, including providing authoritative information on administrative processes and signing research applications and documentation on behalf of the university.
TYPICAL RESPONSIBILITIES	May include: overseeing the operation of a research facility and providing leadership for all research projects at the facility; communicating with stakeholders and policy makers; researching and developing techniques; fostering scientific excellence through business development collaborations; carrying out public relations, communications, and fund raising activities; providing direction for the research administration activities of the university in collaboration with senior university administrators and researchers; preparing official university research reports and statistics; planning, developing, and providing authoritative information on administrative processes; and signing research applications and documentation on behalf of the university.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	On the research side, provides leadership and sets direction on the conducting of research and is accountable for the integrity of the data and the effective and efficient management of research projects. On the administration side, makes decisions regarding the research administration activities of the university and signs applications that are legally binding on the part of the university.
SUPERVISION RECEIVED	Works with wide latitude.
SUPERVISION EXERCISED	On the research side, manages researchers and technicians. On the administrative side, provides functional direction to researchers and may assign and direct work of writers and facilitators.
MINIMUM QUALIFICATIONS	For research project leadership, a post-graduate degree or an equivalent professional designation is required with a minimum of five years of related experience, including experience in a field of specialization, or an equivalent combination of education and experience. Otherwise, an undergraduate degree in a relevant discipline is required with a minimum of seven years of related experience or an equivalent combination of education and experience.