M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESEARCH AND FACILITATION
Level F, Pay Grade 16

LEVEL DEFINITION	This level covers positions responsible for managing the research administration of the University or for developing, implementing and monitoring ethical review process standards for the University.
TYPICAL RESPONSIBILITIES	May include: providing direction to the management of research grant application and awards processes; developing policies and procedures and ensuring conformance and compliance to the requirements of individual granting agencies; providing approval for grant applications; overseeing, negotiating and approving inter-institutional transfers of research funds; managing multi-recipient coordination; providing strategic direction in information technology support and communication. Or providing leadership in developing, planning and implementing the strategic direction and operations of the Research Ethics Board (REB); developing policies and procedures; setting up the Research Ethics Appeal Board; developing terms of reference and recruiting the Chair and members; providing advice and consultation; overseeing the creating of educational programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Accountable for the quality, compliance and approval of all research applications. Accountable for the ethical review standards of the University.
SUPERVISION RECEIVED	Works with full latitude. Work reviewed in terms of achievement of long-term goals
SUPERVISION EXERCISED	Manages professional staff in the delivery of quality services pertaining to research applications. Functional supervision over compliance of ethical review standards.
MINIMUM QUALIFICATIONS	University degree in business or science, or the equivalent combination of education and experience. Minimum 9 years of experience in a research environment. For positions in Research Ethics, experience including in-depth working knowledge of national and international research ethics standards.