Strategic Programs Officer

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Strategic Programs Officer

Office of Research
Hiring #: 2016-0342

Please read the Application Instructions [2] before applying

Reporting to the Managing Director, Research Operations (MD), in the Office of Research Services, the Strategic Programs Officer (SPO) is responsible for administrative support for strategic and infrastructure grant programs and acting as first point of contact for faculty, administrators, grant applicants and funders. The incumbent will provide administrative, facilitative and educational functions related to the major institutional grant programs in support of the University's development of successful submissions, compliance and reporting. The position is expected to work independently on program coordination as assigned, and provide administrative and operational support to the MD in the planning, preparation and implementation of these projects and programs.

The SPO will process award notifications, track report submissions, compile and duplicate grant applications, facilitate, review and submit grant applications, serve as the unit’s first point of internal and external contact, and conduct background research. Specifically, the SPO will: provide functional guidance with respect to grant applications to faculty members conducting research; review proposals and budgets, ensuring quality and accuracy of information, turning back insufficiently prepared documents and providing follow-up; assist with annual budget reports; advise and assist with the preparation of annual reports; advise and assist with information management strategies; coordinate annual reporting to funders; compile statistics for institutional reporting and benchmarking; report on key metrics; assist in the delivery of training; act with a high degree of independence and confidentiality at all times; and conduct other relevant duties as needed.

Based on operational requirements, the incumbent will be cross-trained in other areas of the Office of Research Services, which may include the reviewing and processing of a wide variety of proposals and applications (e.g., research operating grants, equipment grants, etc.) for completeness and to ensure consistency with Sponsor and University policies prior to the approval of the Managing Director/ Associate Vice-President (Research Services), and prior to the submission to internal and external grant competitions or sponsors. This may include as needed; conducting preliminary assessments, preparing files, maintaining electronic records, and tracking the processing of applications, proposals, budget, research proposal approval forms (etc.).

Requirements of the position include: Undergraduate degree in a relevant area plus in excess of one year of relevant research administrative experience. Experience in the review and coordination of proposal development. Additional requirements include: excellent organizational, planning and communication skills; initiative, adaptability; analytical and creative thinking; ability to exercise...
independent and sound judgment; strong attention to detail; a strong customer service orientation and the ability to handle difficult situations with tact, diplomacy and discretion; as well as demonstrated ability to work independently with minimal direction; highly knowledgeable and skilled in general office procedures and applications including Word, Excel, and PowerPoint software. Familiarity with Canada Foundation for Innovation (CFI), and Ministry of Research and Innovation (MRI) programs would be considered an asset.

Position Number         545-038  
Classification               USW, Local 4120 Salary Band 5*  
Salary Range $24.06 Minimum (Level 1)  
$26.88 Normal Hiring Limit (Level 3)  
$32.56 Job Rate (Level 7)  
*Tentative evaluation; subject to committee review

Posting Date: 2016 08 26  
Closing Date: 2016 09 02