Project Coordinator

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Grant & Trust Professional

Project Coordinator

Research Innovation Office, Office of Research

Temporary full-time from September 15, 2019 to April 5, 2024

Hiring #: 2019-0479

Please read the [Application Instructions](https://www.uoguelph.ca/hr) before applying

Reporting to the Executive Director, Research Innovation & Knowledge Mobilization (ED), the Project Coordinator (PC) is responsible for implementing various initiatives within the Research Innovation Office (RIO) as well as providing some coordination and support for the ED.

The incumbent is responsible for implementing actions against the RIO strategic plan, as well as additional activities that arise from the day-to-day business within RIO (for example, meeting with staff, reviewing goals for their respective portfolios, helping define action plans, monitoring and following up on timelines and actions, following up with staff). The PC may be responsible for leading various delegations (as required) for visiting stakeholders/collaborators to the Office of Research. S/he will take initiative to assess and survey the various projects on the go led by the ED and implement actions that will accelerate the advancement / implementation of various projects. This includes: project management, i.e. assisting with human resources planning, building/infrastructure capital projects underway, and monitoring the development of information technology solutions. In addition, the PC will coordinate the ED’s schedule and arrange meetings and conference calls with external groups, and planning for visits by special guests. The incumbent facilitates communications and the flow of information to and from the ED with a broad spectrum of internal and external sources. The incumbent triages communication and is expected to prioritize incoming email and calls and will initiate, and in some cases, respond to inquiries on behalf of the ED and will alert queries that require immediate response.

The Project Coordinator will support the ED with recruitment processes and HR related paperwork as needed. The incumbent frequently deals with extremely confidential information and is privy to highly sensitive issues including project information, contractual agreements, and performance reviews of incumbents directly reporting to the ED.

It is expected that the incumbent will identify new opportunities to assist in meeting the strategic goals of RIO by developing necessary action plans and then tracking and reporting progress against plans.

Specifically, the Project Coordinator portfolio requires focus on the following activities:

- **Project Management Work**: Reviews, assesses and proposes action plans to implement goals of the RIO strategic plan. Takes charge of activities and shows initiative in anticipating things that need to be done and in what order of priority. Identifies opportunities to assist in meeting the strategic goals of RIO. Tracks and reports progress of action plans. Keeps the ED informed of essential information, programs in the office, and key dates and functions that the ED should be aware of. Manages several projects at the same time and ensures that stakeholders are informed, prepared for meetings, that projects are on-time and on-budge. Prepares SWOT analysis for various projects and mitigates scope creep, budget risks, and timing challenges to ensure projects are successfully implemented. Researches various projects in terms of what is needed to ensure success (and defines, with the ED, what success looks like), ensures team members have relevant reports and analyses such reports in advance to highlight potential areas of conflict or risk. Assembles stakeholder meetings and joins the meetings along with ED in order to implement actions.
arising from the meetings (including follow up reports, meetings, actions).

- **Scheduling and activity coordination:** Responsible for coordinating the schedule for the ED which includes, but is not limited to, daily activities, travel and communication with internal and external groups, setting up meetings, both in person and on site as well as off campus or through online forums. Works with the Food from Thought (Fft) team to ensure the RIO is meeting its commitments to the grant (from a metrics and KPI perspective). Provides support to the FIT team for major events (e.g. annual symposium, other large stakeholder-based events). Facilitating the flow of information to and from RIO, working with a broad spectrum of internal and external sources. Exercises judgment and discretion and extreme confidentiality when dealing with a variety of ad hoc problems and situations while responding to immediate and changing demands. Provides advisory services and serves as a resource person to the department. The incumbent will be responsible for identifying action items, prioritizing and responding on behalf of the ED. The incumbent welcomes visitors and refers people to the appropriate resource.

- **Other Duties as assigned:** These could include: Acts as a resource for daily queries and refers appropriately to relevant team member. Participates in team meetings, projects, task groups, relevant staff development and training opportunities as required. Provides back-up support for the Office Coordinator in times of absence from work. Performs as an active and effective member of the department and team, providing assistance when required. Represents the ED at functions when required.

Job Requirements: University degree in a related field and one (1) year experience working with human resource systems, policies and procedures particularly payroll functions or equivalent combination of education and experience working in an academic setting; (thorough working knowledge of University of Guelph payroll, human resource systems, policies and procedures preferred); experience in Project Management and developing action plans to support strategy required; excellent competency in Microsoft Office suite, email and communication tools; excellent communication, interpersonal, assertiveness, problem solving, organizational and proven stress management skills; ability to work independently; proven ability to work cooperatively within a team environment; effectiveness in dealing with multiple clients, demands and tasks; excellent attention-to-detail and accuracy skills; excellent project and time management skills.

Classification               Grant/ Trust fund position, P02

GTP Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 09 09
Closing Date: 2019 09 16

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