Awards and Agreements Officer

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

Awards and Agreements Officer

Research Support Services, Office of Research Services

Hiring #: 2019-0629

Please read the Application Instructions [1] before applying

Reporting to the Senior Grants and Contracts Manager, the incumbent will be accountable for a variety of research administration duties and responsibilities, which includes:

- managing a portfolio of sponsored research programs to ensure proactive communication of opportunities and award results and effective coordination of client services for the University of Guelph’s research community;
- reviewing proposals and applications to external research sponsors, as submitted by researchers (faculty, staff and/or students);
- advising and working collaboratively with researchers on proposals to improve competitiveness with respect to sponsor guidelines; and ensure compliance with university and sponsor policies and accuracy in budget preparation and supporting documentation (i.e. indirect cost rates, eligible costs, letters of support and institutional commitments);
- submitting approved applications (i.e., approved by University signing authorities) on behalf of the University to sponsors, where applicable;
- reviewing and negotiating a variety of research agreements, within established University policies and communicated parameters, with sponsors and other collaborators/stakeholders to ensure the expected, desired, or acceptable terms for the University are achieved, including, but not limited to: federal and provincial government; industry; not-for-profit and charitable organizations; other universities and post-secondary institutions; and/or international agencies;
- ensuring all relevant parties are informed of agreement terms and that risks are identified and mitigated via effective consultation and support by senior staff, as applicable;
- obtaining signatures and approvals of University signing authorities on legally binding documents;
- verifying the status of certifications (e.g. animal care, human ethics), researcher eligibility, and other required checks at appropriate milestones to ensure compliance with internal and external requirements;
- approving and setting up research trust fund accounts;
- coordinating workshops, meetings and events for researchers and internal and external stakeholders;
- preparing Research Alerts for publication to inform UG research community about funding opportunities and program guidelines;
- communicating award notifications and other pertinent notices to researchers;
- engaging in regular consultation with a variety of university and external stakeholders;
- maintaining accurate and up-to-date digital and hard copy records and following document retention, confidentiality and security procedures;
- participating in the development, testing and implementation of information technology (IT) database and enterprise solutions and Standard Operating Procedures (SOPs);
- employing project management and client service skills to ensure timely delivery of the above services.

Requirements of the position include: Undergraduate degree in a relevant area combined with three (3) years’ relevant experience including experience in research administration, agreement review and negotiation, and risk identification and assessment. Additional requirements include: excellent verbal and written communication skills;
ability to work effectively as a member of a team, acting respectfully and demonstrating values of diversity and inclusion and wellness in the workplace; strong project management and organizational skills; ability to work independently with minimal direction; ability to deal with conflict and manage stressful situations; strong client focus orientation and demonstrated skill and ability in building relationships; adaptability; attention to detail, analytical and decision-making skills and a high level of initiative. The incumbent must be able to address issues with tact, diplomacy, and discretion.

Candidates must have demonstrated skill and ability in reviewing budgets and an understanding of relevant legal terms and concepts; a law clerk designation and/or Certificate in Research Administration is considered an asset. Candidates should be knowledgeable in general office procedures and have strong proficiency in Microsoft Office applications including Outlook, Office365; MS Word; MS Excel; as well as executing Internet searches. Familiarity with academic research policies and financial and administrative policies would be considered an asset.

Position Number         545-006
Classification               USW, Local 4120 Salary Band 7
Salary Range              $29.20 Minimum (Level 1)
$32.59 Normal Hiring Limit (Level 3)
$39.46 Job Rate (Level 7)

At the University of Guelph, fostering a culture of inclusion [2] 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 11 11
Closing Date: 2019 11 18

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply