Senior Grants and Contracts Specialist

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Senior Grants and Contracts Specialist

Research Support Services, Office of Research

Hiring #: 2021-0040

Please read the Application Instructions [1] before applying

At the University of Guelph (U of G), our shared purpose is: To Improve Life. This key role within the Office of Research Support Services is integral to the advancement of research initiatives at the University of Guelph. It is an ideal opportunity for someone with several years of contract negotiation and agreement drafting experience who may have a personal connection and interest in advanced education and research. As one of the country’s most partneried, research-intensive universities, working in this role offers tremendous opportunity to liaise with distinguished faculty and researchers, spanning all disciplines. Join us to support the advancement of quality and innovative research that improves life.

Reporting to the Director, Research Support Services, the Senior Grants and Contracts Specialist serves as a subject matter expert, providing comprehensive, authoritative, and independent administration of complex research grant proposals and contracts; informed by a broad awareness of government and sponsor funding priorities as well as adherence to relevant university and sponsor guidelines and policies. Responsible for a portfolio of funding programs as well as one-off awards and agreements, the position is responsible for providing contract administration services through effective collaboration and liaison with external sponsors, university researchers and other stakeholders. The Specialist supports the Manager of Legal Review in drafting, assessing and negotiating a wide variety of legal agreements, such as: template research contracts, leveraged and multi-party/consortia contracts, sub-contracts, and other legal documents that support the administration of award funding. Within this capacity, the incumbent is responsible to identify risks of liability to the institution and respond accordingly to ensure compliance. The Specialist is held accountable for quality, completeness, compliance and on-time delivery of research grants and contracts and is expected to coordinate external scientific reviews; organize networking opportunities with external sponsors, university stakeholders and researchers to inform proposal development; and assist researchers in identifying funding opportunities and in communicating with research sponsors.

With the goal of providing excellent service to researchers, the Specialist also contributes to the portfolio by leading, designing, coordinating, and delivering resources, tools, and workshops to assist faculty with the management of their projects and contracts and to mitigate any liability issues. The incumbent also is tasked to mentor and facilitate the work of Awards and Agreements Officers within the unit to deliver quality and timely service to stakeholders.

The ideal candidate will demonstrate the following key competencies and personal attributes:

- An undergraduate degree, involving a strong research component (a research-based Master’s degree or legal designation is considered a strong asset).
- At least five years of contract administration experience, including review, drafting, and negotiating experience, combined with knowledge of legal terminology and excellent command of language and writing.
- Exceptionally strong analytical skills and attention to detail.
- Advanced interpersonal skills, diplomacy, tact, and judgement.
- Demonstrated ability to establish and maintain collegial, collaborative and service-oriented relationships with people from diverse backgrounds in a complex and multi-stakeholder environment.
- Innovative and creative thinker; keen on taking initiative to problem solve and develop solutions.
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- Advanced communication skills, including oral, active listening, reading, and writing skills.
- Excellent project management and time management, prioritization, and organizational skills to effectively manage a high volume of files, projects, and activities simultaneously.
- Knowledge of various kinds of intellectual property and processes for protection and ownership is considered a strong asset.
- Experience with grant administration is considered an asset in combination with contract experience.
- Advanced computer skills, particularly with the Microsoft Office suite of applications.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 545-047
Classification P05*
Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

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.

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