

Project Manager

Professional & Managerial Band 05

Positions at this level manage the daily operations of a research project ensuring all aspects of project protocol are adhered to, and ensuring the project is adequately resourced, and project deliverables are met. These positions require an understanding of the relevant scientific discipline in order to manage the various project components and liaise with researchers and industry partners.

Typical Duties may include some or all of the following:

- In conjunction with principal investigator and other collaborators, conceptualizes, recommends, and implements research project plans and business plans, requiring an understanding of the underlying scientific methods and principles
- Develop estimates of time and resources for research projects and formulate project plan
- Coordinates the activities of research staff and resources to ensure that projects progress in accordance with timelines and project plan
- Troubleshoots problems at all stages of project development and implementation; Assisting other researchers with modifying project plans and/or timelines to address challenges
- Provides financial management by implementing and maintaining research project budgets, often working with multiple research grants and funding sources; Creates financial projections and makes adjustments to research project budgets throughout the year
- Manages research grants in accordance to university and sponsor requirements, ensuring budgetary plans are followed and grant/contract guidelines are adhered to
- On behalf of the principal investigator, responsible for human resources management of research staff; Hires, trains and supervises research staff, conducting training sessions and managing their work performance

Decision Making/Accountability: Independent judgement and autonomy required to design and implement project plans and timelines, develop estimates of time and resources for research projects, and making adjustments to project plans.

Contacts/Interpersonal Skills: Liaises with research team and industry partners and other stakeholders. Interactions require tact to address problems, make recommendations, and ensure compliance.

Supervision Received: Supervisor provides overall goals and direction, and provides final oversight on project plans and final budget.

Supervision Exercised: Oversees and directs the work of other research staff, including training, performance management and delegating and coordinating work flow.

Working Environment: Work may be performed in an office, laboratory, or field work outside, with potential exposure to outdoor elements, temperature extremes, chemicals and/or hazardous materials or equipment. May operate machinery or equipment or work with animals, where there is an increased risk of injury.

Minimum Qualifications:

- Master's degree in relevant field of study (may also include a professional designation such as CA, P.Eng, etc.), with minimum 3 years of related experience
- Or equivalent combination of education and experience (some roles may require more extensive experience or training in a particular area of research)