PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>998469</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Administrative Officer, HSD Research Centre</td>
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<tr>
<td>Department:</td>
<td>Faculty of Human and Social Development, Research Centre</td>
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<tr>
<td>Reports to:</td>
<td>Faculty Lead, Research Centre</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 2</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 11</td>
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<tr>
<td>Last Updated</td>
<td>December 2015</td>
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2. Position Summary

Reporting to the Dean, this position will play an integral role in providing the infrastructure of research activities within the Faculty of Human and Social Development. The Administrative Officer will work closely with the Faculty lead and the Dean’s office to help implement the long term direction and goals of the Research Centre (RC). This position will assist with the development and implementation of sound administrative policies and processes that support the scholarly endeavors of the Faculty.

This position will serve as the grant budget and finance administrator and provide expertise in the preparation of research financial reporting in the Faculty of Human and Social Development. The position will provide post-award assistance by supporting the submission of reports to funding agencies and research account management. This position will advise and assist faculty on funding agency financial administration policies and the university’s research accounting and budget management processes.

The Administrative Officer, HSD Research Centre will be responsible for research related programming; resource management and allocation; and the operating budget for the RC Office.

This position has supervisor responsibilities for one CUPE staff and one PEA staff member (supervisory capacity may increase in future).

3. Key Responsibilities and Expectations

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<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
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| Leadership 30%                  | - Understands the strategic plan of the RC Office and actively supports its mission and goals  
- Prepares, implements and monitors the RC annual academic plan  
- Reviews and adjusts the strategic direction as needed in consultation with the Associate Dean, Academic Faculty and the Office of the Dean |
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<tr>
<th><strong>Budget Management and Resource Allocation 30%</strong></th>
<th><strong>Pre &amp; Post Award Grant Support, Facilitation and Administration 30%</strong></th>
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| • Establishes effective relationships with colleagues at all levels and demonstrates the skills required to build, maintain, and motivate an effective team  
• Works with the Faculty Lead and Dean’s AO in managing change within the unit and any resulting challenges  
• Develops and implements policies, procedures and practices necessary for the effective operation of the RC Office within the Faculty of HSD  
• Reports to the HSD Leadership Team regarding RC activity and implementation of the RC service plan  
• Liaises and coordinates with Office of Research Services (ORS) and external units to develop and revisit best practices in times of policy and procedural changes  
• Represents the RC unit at the Dean's Office Administration Committee | **Provides expertise on research funding agency and UVic submission policies and procedures to postdoctoral fellowship applications; provide support through the university’s procedures for appointment; provide expertise on UVic policies throughout duration of fellowship**  
**Completes administrative review of all research related applications and forms before submission for Faculty approval, where not an ORS function** |
| **Completes annual and multi-year budget planning and activities related to the RC Office budget**  
**Provides analysis of research account funding to Dean or Dean’s designate**  
**Signs for RC operations account and research accounts (as authorized by account holder)**  
**Works with Dean’s office, Budget office and ORS in completing fiscal year transactions for operating budget and research accounts.**  
**Manages financial aspects of external contract agreements held by RC**  
** Oversees the administration of research accounts:**  
  o Monitor all HSD research accounts  
  o Resource for account administrative management, processes, timelines and requirements  
  o Liaise with funding agencies, UVic Accounting and ORS with respect to HSD research accounts  
  o Review all claims and account balances to provide Dean and Director with appropriate assurance for expense approvals requests  
  o Provide training to faculty and research assistants on understanding and managing accounts |
- Provides expertise on audit processes, funding agency and UVic financial reporting procedures and requirements
- Assists researchers with preparing financial reports and submission to funding agency and applicable university units
- Facilitates disbursement of funds as subgrant requests, project contributions and student support payments
- Develops and implement strategies for new research support service initiatives
- Collaborates with Centre’s Research Coordinator to coordinate strategies to assist with Research Advisory Network for internal peer review of grants proposals and capacity building among faculty members for grants crafting
- Advises on appointment of research assistants; makes recommendation for appointments, extension of term of appointment; tracks salary for budget implications

Communication and Promotion 10%
- Develops and implement communication and information strategies to promote HSD research activities, in collaboration with the HSD Communications Officer
- Proposal development and implementation of RC programming – identifying and coordination of monthly workshops, information sessions and annual events
- Oversees development of RC social media presence and website
- Collaborates with Communication Officer to develop webpages; keep up to date and promote the Faculty’s successful grant applications and research achievements
- Maintains research/grant application and award statistics of faculty members
- Assists with preparing annual research review/report

4. Classification Factors:

Problem-Solving:
Complex and critical problem solving abilities are required to establish an infrastructure for research services within the Faculty, as well as for determining time management and priority setting which will require daily and weekly adjustment to schedule in order to meet deadlines and priorities; independently process and interpret written policy and guidelines, develop a comprehensive database of funding opportunities and agency compliance regulations; develop efficient and effective strategies in order to effectively problem solve, prioritize and manage new administrative processes and procedures.

Responsibility for Financial & Material resources:
Advise faculty on research funding agency opportunities and submission policies, audit processes and reporting procedures. Train and assist faculty and research assistants to develop grant proposal budgets (researching costs, salaries, etc.). Manage sensitive time-lines for the accomplishment of objectives that have significant
financial impact. Monitor research accounts and be a resource for account administration. Provide guidance and assistance to account holders when hiring research assistants.

Administers the Research Centre’s $150,000 annual operating budget (signing authority $10,000).

**Responsibility for Human Resources:**
This position directs the day to day work of a 1.0 FTE Administrative Assistant CUPE position and 1.0 PEA Research Coordinator position, participating in the hiring, supervision, and evaluation and signing off on performance appraisal. Will liaise with the Dean’s Office on HR component of position.

**Impact of Decisions and Actions:**
This position will play an integral role in providing the infrastructure for research activities within the Faculty of Human and Social Development, specifically for grant development, facilitation and account monitoring for faculty members. Knowledge of granting agency regulatory requirements as well as university policies and procedures is critical for submitting accurate proposals meeting within strict deadlines to seek favorable results.

**Independence:**
Supervision is received from the Dean of the Faculty. This position will work under the direction of the Faculty Lead for the unit however, will operate with considerable independence and decision-making based on experience and understanding of University administrative guidelines, regulations, policies and procedures. Independent action will be taken to plan, develop and monitor new policies, procedures and processes to enhance and promote scholarship.

**5. Summary of qualifications:**

**Qualifications:**
- A university degree in an appropriate discipline (health, behavioural or social sciences, education) with 3 years of demonstrated management and administrative experience in a post-secondary setting, or an equivalent combination of education, training and experience.
- Budgetary experience, including familiarity with university accounting services and procedures, and university research grant procedures and guidelines.
- Knowledge of university/academic systems and procedures.
- Strong project coordination and problem solving skills.
- Excellent interpersonal and communication skills are required for relating effectively with all levels of the University and with external contacts.
- Strong organizational planning, problem-solving and time-management skills with the ability to work both independently and within a computer environment using standard office software on a PC
- Ability to meet tight deadlines; work independently and in a team environment.
- Knowledge of university/academic systems and procedures is an asset.

**Required Competencies:**
The ability to autonomously develop efficient and effective strategies is important in order to effectively problem solve, prioritize and manage the administrative process of a new Faculty wide research resource centre.

A thorough understanding of the pre and post award process is required to be able to clarify and focus on what the current pertinent issues are with the ability to problem solve once the issue has been identified.

Success requires the ability to multitask and manage sensitive timelines for the accomplishment of objectives that have significant financial impact.

To ensure compliance and adherence to necessary UVic and agency requirements, the incumbent must possess the ability to independently process and interpret written policy and guidelines. In addition, must possess a high degree of computer expertise in order to function effectively using the campus and Faculty centralized systems.

In order to assure the timely and accurate flow of proposals through the UVic system, a thorough understanding of institutional policies, procedures, rules and practices is necessary for the successful performance of this position. This includes keeping abreast of the current regulation at UVic pertaining to the grants process and research accounting practices.

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<th>Employee's Signature:</th>
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<tr>
<td>Manager's/Supervisor's Signature</td>
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