Job Description

**JOB TITLE:** COMPASS Program Manager

**DATE:** March 1, 2017

**REPORTS TO:** Principal Investigator (PI)

**JOBS REPORTING:** Data Manager, Data Collection Coordinator, Research Coordinator

**LOCATION:** School of Public Health and Health Systems

**GRADE:** USG 10

**DEPARTMENT:** Applied Health Sciences

**PRIMARY PURPOSE:** The primary purpose of this position is to direct the operation of Dr. Scott Leatherdale’s program of research (the COMPASS youth health research platform) and all of its related research activities. This position is responsible for establishing strategic plans and for accomplishing strategic objectives by overseeing multiple project activities and coordinating cross-project activities within a large scientific program of research. These activities include—but are not limited to—exploring and applying for funding opportunities, developing research partnerships, hiring and training research staff, overseeing Ethics and research applications, creating budgets and managing finances, writing stakeholder and funder reports, assisting with graduate students, assisting in the creation of research papers and technical reports, making research and stakeholder presentations, and managing data requests from internal and external researchers.

**KEY ACCOUNTABILITIES:**

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.

1. **Utilization, deployment, and development of people and capital resources:**
   - Recruits, trains, and deploys staff, graduate students, and research assistants to effectively meet research goals and objectives of multiple projects
   - Trains project managers from collaborating organizations for the deployment of research activities in extra-provincial jurisdictions
   - Creates job descriptions and staffing forecasts to ensure that resources are in place and productive, for relevant milestones in accordance with UW staff policies
   - Coaches, mentors, and develops employees to assure growth and development of those individuals for the role, research group, and University
   - Conducts Annual Performance Reviews with direct reports and ensures adherence to UW’s Annual Performance Planning and Review process within the department
   - Forecasts and manages staff costs to ensure all tasks can be completed within allotted budgets

2. **Liaises and maintains communications with projects’ stakeholders:**
   - Builds and maintains a pan-Canadian network of public health professionals and scientists engaged in the program of research; ensuring an industry-current knowledge base of best practices and emerging initiatives
   - Leads development and creation of Knowledge Translation and Exchange (KTE) instruments and activities for schools, school boards, government stakeholders (provincially/territorially and nationally), and non-governmental organizations to ensure that the results of the research are being used in a practical real-world way, by those best equipped to translate knowledge into action
   - Writes and submits financial and milestone progress reports to project funders to ensure the timely and efficient completion of project goals
   - Writes and submits final reports to project funders, outlining the success of the funded research, the scope and reach achieved, and the financial prudence with which the research was carried out; these reports are used by funders to justify extension of project activities and as the basis of wider reporting and scientific presentations
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- Oversees ongoing internal project evaluations to ensure the rigor and effectiveness of all research activities, including the development of evaluation criteria and ensuring compatibility with accepted evaluation practices
- Monitors project operations being led by researchers at universities outside of Ontario whose activities can impact or influence the larger program of research housed at UW

3. Develops and meets financial objectives for multiple projects within the program of research:
   - Develops budgets for grant/contract applications
   - Prepares annual project budgets and schedules expenditures for funded initiatives
   - Submits and tracks casual pay
   - Submits and tracks project expenses
   - Analyzes budget variances and initiates corrective actions
   - Initiates subcontract agreements with other universities for project activities outside of Ontario (both nationally and internationally as necessary)
   - Responsible for ensuring compliance for all project expenditures, based on spending rules and obligations as stipulated by funding organizations
   - Responsible for creating and submitting detailed financial reports to funders to ensure the timely release of additional scheduled funding

4. Enhances the scope, reach, and reputation of the program of research:
   - Assists PI with funding applications and liaises with funders/stakeholders to ensure successful funding of projects that provides a continuous program of research
   - Leads the writing of technical reports that document project practices and protocols to further wider academic understanding of research practices, and for reference in scientific articles
   - Leads the activities associated with data sharing and confidentiality agreements with external partners and stakeholders
   - Assists Principal Investigator and other research collaborators with the writing of peer-reviewed scientific publications, including generating text, editing text, and supplying technical information
   - Advises graduate students regarding the use of data generated by research projects for theses and publications, including best practice relating to relevant privacy legislation, Tri-Council Ethics, and UW confidentiality guidelines
   - Attends national and international conferences and professional meetings as the program representative in order to promote the program of research and generate interest within the industry
   - Oversees development and improvement of research project instruments, materials, and protocols to ensure research continues to align with up-to-date best practices, current health priorities, and changing technological landscapes
   - Ensures that project websites are kept up-to-date with relevant and accurate information
   - Responsible for ensuring all research activities abide by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*
   - Continuously seeking and exploring opportunities to expand and add value to the program of research

5. Updates job knowledge by participating in educational opportunities
   - Reading professional publications and relevant news media
   - Maintaining networks of research professionals across Canada
   - Participating in professional training such as those offered by UW OHD
   - Participating in ongoing formal education related to health research (e.g., part-time Masters of Public Health program)
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POSITION REQUIREMENTS:
If hiring today, what would be the minimum requirements?

Education:  
- University degree with a focus on public/population health or equivalent education and experience is required  
- Masters’ degree in a health-related field is preferred

Experience:  
- Excellent organizational skills and ability to prioritize and manage multiple assignments and deadlines  
- Experience with coordinating and management of data collection activities  
- Demonstrated experience in coordination of large-scale and multi-faceted research projects  
- Excellent communications skills (written and oral)  
- Demonstrated understanding of research design and methodology  
- Demonstrated prompt, effective, and ethical problem-solving skills  
- Experience managing and mentoring research personnel  
- Experience working to and reporting on an established and fluctuating budget  
- Demonstrated fiscal responsibility regarding research grants/budgets and the ability to coordinate and deploy resources where most needed  
- Familiarity with UW policies and procedures

Technical:  
- Working knowledge of UW shipping website  
- Working knowledge of UW Finance and Payroll applications (FORE, Concur, CTES)  
- Working knowledge of UW and external website development applications

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NATURE AND SCOPE:

- Interpersonal Skills:
  - Type: Principal Investigator: Present information and ideas; discuss problems. Plan research activities.
  - Type: Granting Agencies, Auditors: Apply for funding. Ensure compliance with granting agencies’ guidelines and/or requirements. Convey detailed financial information. Convey detailed information regarding deliverables.
  - Type: Finance or Payroll Department: Obtain/provide and/or clarify financial information or assistance.
  - Type: Office of Research Ethics: Present, discuss information and problems related to project implementation.
  - Human Resources Department: Present, discuss information and problems related to project personnel.
  - Type: Department/administrative personnel: Obtain action, reach agreement, and negotiate solutions regarding day-to-day operations.
  - Type: Graduate students and research collaborators: Act as a resource by providing effective advice, information, and assistance for data use, modelling, and dissemination activities
  - Type: Research stakeholders: Make data available to public health researchers and practitioners, schools, school boards, and government ministries; make presentations at conferences and professional/academic meetings.
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- Type: Software consultants: Obtain action, reach agreement, and negotiate prices for online web applications related to project management and data collection activities.

- Level of Responsibility:
  - The job has specialized work with minimal supervision and has direct reports reporting to it
  - Manages a program-wide function or process that is highly specialized with direct reports
  - Manages a large program of research; responsible for the work in each project within the larger program

- Decision-Making Authority:
  - Autonomous decision making in regard to staff recruitment, budget expenditures, protocol development
  - Establishes own priorities in accomplishing job duties, and receives instructions only on unusual problems.

- Physical and Sensory Demands:
  - The job is not routine and entails exercise of judgment and knowledge of University, Tri-Council, granting agency, and accounting policies and procedures. This position handles sensitive materials and deals with complex situations. It requires the development of prompt and effective responses to complicated problems, and requires mental concentration amid stressful situations. All of this can result in moderate fatigue and strain.

- Working Environment:
  - Office-based with occasional travel.