

## Job Description

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<b>Job Title:</b>	Project Manager
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Associate Director/Director, FANS
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8 to 10 Career Path
<b>Effective Date:</b>	January 2017

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### **Primary Purpose**

The Project Manager position is responsible for providing project management and research administration services to one or more UW faculty members / Principal Investigators (PIs) who are applying for or hold grant, contract, or award funding for research. Responsibilities include planning, development, implementation and the provision of management oversight of research projects and related reporting and knowledge translation activities as specified in research contracts or sponsor guidelines/requirements.

*\*The information included in this job description summarizes the working level of this position. Key accountabilities, qualifications, and level of responsibility differ at each level of the career path, as outlined in the supporting Career Path Documentation.*

### **Key Accountabilities**

**Work closely with one or more faculty members (Principal Investigator – PI) to assist in ongoing management, implementation and reporting/accountability requirements of the PIs grants / contracts / awards:**

- Manage and/or support the planning, development and implementation of faculty members' research projects.
- Understand and adhere to university policies and procedures as they relate to research grants and contracts, financial management, procurement services and human resources.
- Develop in-depth understanding of the specific accountabilities associated with the research grant / contract for which project management is being provided, and ensure these accountabilities are met.
- Provide general problem-solving and oversight with respect to budgetary allocations, submission of deliverables and progress reports, correspondence with external sponsors to ensure effective performance monitoring of the specific research project(s).
- Work with PI to attract additional sponsors of the ongoing research program

**Undertake specific communication/dissemination requirements for the project, as assigned by PI, for example:**

- Web-site development and maintenance
- Reports
- Stakeholder/partner workshops
- Teleconferences/webinars
- Coordinating with UW communications for press releases
- Meeting agendas and meeting minutes
- Ensure high-quality deliverables by preparing accurate effective project reports

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### **Assist in developing a sustainability plan for the project:**

- Identify potential new funding sources
- Help develop grant applications
- Coordinate project team to identify additional partners or enhance collaboration with existing partners
- Build internal integrated planning procedures and project manager capacity by supporting and educating stakeholders on best practices.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Completion of an undergraduate degree, and either a research graduate degree or equivalent related experience which provides strong knowledge of a research environment. Expertise in particular academic disciplines may be desirable for certain projects

#### **Experience**

- 2 to 4 years of progressively responsible experience in project management and administration
- Demonstrated experience with budget development

#### **Knowledge/Skills/Abilities**

- Demonstrated ability to:
  - manage multiple concurrent projects with different groups;
  - lead meetings effectively with internal and external stakeholders;
  - take a proactive approach in service delivery; and
  - communicate effectively with faculty, staff, senior university administrators, and external partners from a variety of disciplines
- Exceptional communication (oral and written), interpersonal, relationship building, customer service, negotiation, consultation, presentation, analytical, leadership and organizational skills
- Strong proficiency with a variety of computer software applications including word processing, spreadsheet, database management and web design software is required

### **Nature and Scope**

- **Contacts:** This position liaises regularly with various internal and external stakeholders regarding various research projects and related matters. Internal contacts include: project team members or personnel (including pre-award manager and financial analyst) and other University administration personnel (e.g. Human Resources, Procurement). External contacts include: external investigators, project partners and sponsors.
- **Level of Responsibility:** UW's performance obligations spelled out in research agreements and/or grant terms and conditions are matters for which the incumbent has shared responsibility.
- **Decision-Making Authority:** Must develop options for a variety of challenging scenarios, and have the confidence to recommend solutions to supervisor and directly to faculty.
- **Physical and Sensory Demands:** Minimal demands typical of operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions, although the incumbent will, from time to time, work in high stress situations.