

## Job Description

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<b>Job Title:</b>	Research and Operations Manager
<b>Department:</b>	Kinesiology
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	Coop students, research staff, practicum students
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	Nov 1, 2017

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### **Primary Purpose**

The Research and Operations Manager reports directly to the Administrative Officer of the Department of Kinesiology and is responsible for managing and providing leadership for the Centre for Community, Clinical and Research Excellence (CCCARE) facility with respect to research and general operations. This person will work closely with the Director of Programs at CCCARE who has the responsibility for supervision of clinical and outreach programs at CCCARE. The Research and Operations Manager will have responsibility for supervising and managing site operations, supervising technical and support staff, coordinating volunteers, facilitating educational events and providing oversight to the research programs run out of CCCARE and BMH. The incumbent will be responsible for coordinating standardized training, oversight of study coordination and oversight of the CCCARE standardized database for research purposes and program evaluation.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Management of Operations**

- Attract, recruit and hire CCCARE research, program and support staff. Develop job descriptions, coordinate job position approvals, the hiring process and associated documentation.
- Directly supervise, coordinate and monitor activities of CCCARE support and research staff (co-operative students, trainees and research staff). Perform regular staff evaluations as per University of Waterloo policies.
- Directly supervise and manage the recruitment, assignment and training of student volunteers for our community outreach programs. This currently in in the range of 100 volunteers per term.
- Manage and coordinate space utilization/allocation and conduct annual CCCARE space review as part of the Department Space committee
- Work with the Director of Programs to inform the development of an annual budget for review by Associate Chair of Applied Research, Programs and Outreach and ARPO executive committee
- Manage the annual CCCARE operations annual budget.
- Provide oversight to the CCCARE financial process including the development and review of policies/procedures for handling of fees, parking and staff cost recovery ensuring compliance with University of Waterloo policies.
- Provide support for strategic planning of CCCARE activities as member of the ARPO Executive committee
- Coordinate regular equipment maintenance, repair and replacement to meet ongoing and projected program needs

### **Research Support**

- Manage CCCARE research infrastructure to facilitate efficient use for researchers (both within and external to the Department of Kinesiology) including developing and maintaining facility use scheduling system
- Provide leadership and oversight of the technical support for shared technology, including management of repairs, warranty programs and new equipment purchasing.
- Coordinate requests and manage access to facilitate for new clinical trials and research studies
- Coordinate information and education sessions for potential partnership involvement in supporting CCCARE research activities
- Manage the development, coordination and oversight of the minimal database for research applications and participant recruiting
- Assist with preparation of team grants for clinical trials conducted within CCCARE

### **Training and Best Practice Policies/Procedures**

- Manage the development and implementation of best practice guidelines for use of CCCARE facilities
- Oversee the development and annual review of Standard Operating Procedures for equipment and programs
- Manage and Coordinate standard training programs for facility and equipment use
- Ensure coordination of the necessary supervision for delegated medical acts within CCCARE
- Provide supervision and oversight of shared facility use (CCCARE) with respect to user compliance to policies and procedures
- Ensure facility inspections and safety compliance as outlined by the policies of the University Safety Office

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

- Master's degree in Kinesiology or related field
- Registered Kinesiologist (R.Kin) designation preferred

#### **Experience**

- Expertise in coordination of multi-faceted clinical trials and management of large data sets
- Experience managing the operation of a large research facility with multiple users and a variety of research interests.
- Experience developing SOP's and training programs for safe, effective and reliable use of equipment and data acquisition.

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

- Demonstrated ability to learn and advance the use of new emerging health technologies
- Excellent understanding of the University of Waterloo operational systems as they relate to this position
- Superior analytical and problem solving skills
- Ability to independently manage multiple priorities in a high pressured environment with changing deadlines and large volumes
- Excellent computer skills in MS Office, Access, large data management
- Excellent experience and understanding of the University's financial and procurement systems.
- Excellent interpersonal, communication skills - both verbal and written, and organizational skills

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### **Nature and Scope**

- **Contacts: Internal:** Program Director (CCCARE), Associate Chair Applied Research, Partnerships and Outreach, staff, faculty and students within Kinesiology, Faculty and students from other UW departments (i.e. research collaborations,) Safety Office, Office of Research, Plant Operations, Central Stores, Procurement and Contract Services. **External:** Equipment supply Vendors, External research collaborations and contracts
- **Level of Responsibility:** Must be able to provide excellent leadership and direction to a variety of clients with a wide range of experience and skills. Must have ability to independently manage multiple priorities in a high pressured environment with changing deadlines and large volumes. The incumbent will need to enforce safe research practices and facilitate cooperative use of research facilities at all times.
- **Decision-Making Authority:** This position will be responsible and accountable for the operation of a wide range of activities and research programs at the CCCARE facility. Excellent decision-making ability to facilitate and promote the goals and objectives of the Department of Kinesiology and its CCCARE programs are required. The incumbent will work with guidance of the Administrative Officer and the CCCARE management team.
- **Physical and Sensory Demands:** Work demand may be irregular in nature with unavoidable interruptions and some tight timelines. The position requires minor physical exertion and may require extended periods of standing in the activity areas within CCCARE.
- **Working Environment:** This position is will spend most of their time within various research and activity areas at the CCCARE facility on the north campus. This role may involve some evening and weekend working hours.