

Job Description

Job Title:	FISHNET Program Manager
Department:	School of Public Health and Health Systems
Reports To:	Principal Investigators
Jobs Reporting:	Research Assistants, Research Coordinators
Salary Grade:	USG 10
Effective Date:	September 2018

Primary Purpose

The Program Manager will manage the operations of the Human Exposure and Toxicology Research Group and its related research activities. The Program Manager is responsible for developing strategies to ensure the completion of deliverables across multiple projects within a large, transdisciplinary program of research.

Key Accountabilities

Train People and Deploy Resources

- Train students and local research staff on project-specific protocols.
- Lead team meeting and working groups to enhance collaboration among students and research staff.
- Mentor students and other research staff on their field-work responsibilities.
- Provide constructive feedback to students and research staff on workplace performance.
- Delegate responsibilities among graduate students, research coordinators, and research assistants to ensure the completion of program objectives and milestones.

Design Research and Communication Protocols

- Create and update protocols for arranging fieldwork logistics and bookings.
- Develop a variety of communication products and protocols in order to maintain relationships with a variety of stakeholders, including Indigenous communities and public sector environmental health professionals.
- Develop protocols for adapting community research agreements, questionnaires, and research tools according to community consultations.
- Design transdisciplinary workshops with HQP and collaborators to facilitate integration of datasets and disciplines.
- Develop and update an array of reporting templates according to project and community priorities.

Conduct Research and Knowledge Dissemination

- Support ongoing and future biomonitoring research activities in Indigenous communities in Canada.
- Visit partnered communities for implementing biomonitoring clinics and results reporting.
- Present research findings via public meeting and individual participant results sessions.
- Gather, analyze and interpret data derived from ongoing biomonitoring projects.
- Summarize findings and impacts of potential interventions for public sector policy leaders

Research Finance and Administration

- Design and write research proposals.
- Track research expenditures and adjust plans according to fluctuating budgets.
- Oversee and delegate tasks related to research ethics applications.
- Proactively identify and explore new funding sources.

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- Assist with the completion of financial reports related to ongoing projects.
- Submit orders and requisitions related to research supplies and equipment.

Engage in Professional Development Activities

- Read professional publications and relevant news media.
- Maintain networks of research professionals across Canada.
- Complete relevant short-courses and other training programs to support program initiatives.

Required Qualifications

Education

- Graduate degree with a focus on toxicology, exposure assessment, and/or Indigenous environmental health
- Ph.D. in an environmental health or public health biology related discipline would be an asset

Experience

- Experience maintaining partnerships with multiple stakeholders (i.e., Indigenous community leaders, Indigenous regional organizations, and public sector environmental health professionals) to support environmental health research
- Excellent organizational skills and ability to prioritize assignments to meet deadlines
- Excellent communications skills (written and oral)
- Experience implementing multi-site transdisciplinary research
- Experience managing and mentoring graduate students
- Experience tracking research expenditures and adapting research planning according to budget fluctuations
- Demonstrated ability to design, coordinate, and manage data collection activities
- Two years of experience conducting research related to contaminant issues in Indigenous communities would be considered a major asset

Knowledge/Skills/Abilities

- Advanced knowledge of MS Word, Powerpoint, and Excel
- Working knowledge of UW Finance applications (e.g., Unit4, Concur)
- Familiar with UW policies and procedures related to fieldwork risk management, research ethics, data management, and personnel

Nature and Scope

- **Contacts: Principal Investigator:** Present information and ideas; discuss problems. Plan research activities. **Graduate students and research collaborators:** Providing effective advice, information, and assistance for data use, modelling, and dissemination activities. **Research stakeholders:** Consult community leaders; discuss recommendations with public health researchers and practitioners; make presentations at conferences and professional/academic meetings. **Office of Research Ethics:** Present, discuss information and problems related to project implementation. **Granting Agencies:** Apply for funding. Ensure compliance with granting agencies' guidelines and/or requirements. **Finance/Payroll:** Obtain/provide and/or clarify financial information or assistance.
- **Level of Responsibility:** The job has specialized work with minimal supervision and has several individuals reporting to it. Manages program-wide functions or processes that are 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 regards to budget expenditures and protocol development. Establishes own priorities in accomplishing job duties, and receives instructions only on unusual problems.

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- **Physical and Sensory Demands:** The job is not routine and entails exercise of judgment and knowledge of University, Tri-Council, granting agency, and public sector policies and procedures. This position handles sensitive materials and deals with complex situations among stakeholders with differing interests and perspectives. 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. Field work responsibilities will include physical demands, including occasional heavy lifting.
 - **Working Environment:** Primarily office-based with regular travel responsibilities related to consultation and program implementation. Travel responsibilities, which may be up to 4 weeks at a time, will include trips to remote locations.