Faculty/Portfolio:Faculty of Medicine & Dentistry, Dept. of Medicine

Unit: Division of Nephrology

Position Title: Research Project Manager

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The duties will normally include a mix of responsibilities including:

* Provides financial management including the management and control of research project funds to ensure optimum use of financial resources.
* Independently builds and maintains relationships with external and Internal networks and partners, specifically, with scientists within AB Health and Wellness (APPROACH, Stroke Prevention Clinic), and with scientists involved in a subproject in The Netherlands and Belgium.
* Provides human resources management Including payroll, human relations and acts as a liaison with centralized HR services;
* Provides assistance on the application of the University's programs and policies; specifically, this involves Human Ethics applications both for Initial review and for progress review;
* Makes decisions on the acquisition of resources and solves issues to do with space
* Works together with the PI's and researchers to prepare the scientific content of grant applications and reports; will sometimes represent the PI's at meetings.
* Organizes meetings with researchers in the 4 team, attends meetings to Independently participate in the management aspects of the science for the project
* Assists In development, management and coordination of fund raising activities and events; symposia, conferences and seminars;
* Other related administrative duties.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

* Baccalaureate degree In related discipline with 3 years of experience in a managerial capacity
* Knowledge of administrative structures, policies and procedures within the University of Alberta, as well as University of Alberta systems
* Written and oral communication skills, organizational and Interpersonal skills In order to provide advice and direction
* Facilitation, negotiation and problem solving skills, and ability to handle challenging employee and student situations involving human resources, financial or other situations
* Financial management, analysis and reporting skills
* Proficiency in a Windows platform computer environment and a working knowledge of various programs and Information skills, Including Microsoft Office applications, PeopleSoft, Research Grant Reporting, Internet, E-Mail, etc.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.