



Indigenous Research Projects Manager Job Description – September 2021

Duties and Responsibilities

Project Coordination (30% of time)

- Manage a diverse Program of Research and coordinate its different components; the researchers, staff, trainees, various funders, and other affiliates
- Facilitate project strategic planning activities including managing project timelines, staff and students, tracking deliverables and managing the budget
- Act as a centralized point of contact between the Project Director (PD), Co-Principal Investigators, Partners, research staff & assistants, collaborators, and funding agencies
- Perform day-to-day coordination of research project operations and maintain records
- Coordinate project communications and knowledge translation activities
- Act as point of contact for media requests to PD and project

Research Support and Coordination (30% of time)

- Initiate and contribute to the significant deliverables of the Program of Research
- Oversee the work of and provide feedback and guidance to research project support staff
- Advise PD around grant operations and governance policies and procedures
- Ensure projects are administered according to research study and ethics protocols
- Coordinate and assist with reporting requirements across various projects
- Coordinate conference abstracts and presentations
- Work collaboratively with research team to identify, pursue and prepare supplementary research grant funding opportunities

Financial Management (20% of time)

- Monitor grant funds and overall project budgets
- Contribute to overall financial planning for projects
- Assist with developing and maintaining budgets and financial reporting

Human Resources Support (20% of time)

- Manage recruitment and hiring of research team members at the direction of the PD
- Participate in strategic Human Resources (HR) planning, including position development, candidate interviews, and contract development
- Manage confidential HR information, including preparation of performance reviews of other team members

Perform other related duties as assigned.

Position Qualifications

- Master's degree, preferably in a related field
- Demonstrated experience managing large and complex projects
- Lived experience in an Indigenous community and/or substantial cultural competencies with lived experience of engaging in and maintaining intercultural affiliations

Knowledge requirements include:

- Project management best practices
- Budget development
- Content management systems and database experience
- Report writing
- Understanding of conducting research in Education or a related field

Competency requirements include:

- Demonstrated administrative and organizational skills
- Relatively autonomous, organized professional with accuracy and attention to details
- Superior time management skills; ability to work under time pressure and changing priorities
- Excellent computer skills, including proficiency using Microsoft Office software
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in-person, by phone and video conference; leading meeting coordination; managing high-level communication among the project research team and partners; using tact, diplomacy, and flexibility in dealing with Project Director, Co-PIs, research staff, partners and contractors
- Excellent written and other communication skills including writing and/or editing documents; managing communication plan (e.g. website, social media presence etc.)
- Ability to build and maintain productive working relationships with all stakeholders; ability to approach conflict in a productive way
- Ability to work independently and collaboratively in a team environment; recognize when to take initiative and when to seek guidance
- Understanding of university research environments

Assets or Preferences:

- Knowledge and awareness of Indigenous Language Revitalization practices and movement
- Familiarity with university/academic systems and procedures
- Familiarity with grant or foundation funding agencies, and SSHRC specific experience
- Experience with research ethics, research proposal development, project implementation, as well as direct research experience, including data collection, analysis, and research writing
- Functional knowledge of regulations relating to the conduct of research

This position is situated on-campus in the Faculty of Education, University of Victoria. Occasional travel and working outside of regular office hours may be required. Residency in the Greater Victoria area required, and partial work-from-home arrangement possible.

For apply or for additional information, please contact:

Marleen Willems, Language Research Assistant

Indigenous Education | University of Victoria | langresearchasst@uvic.ca