

Manager, Research and Infrastructure Support

Position Details

Position Information

Position Title	Manager, Research and Infrastructure Support
Department/Unit	Faculty of Medicine - General
Location	Halifax
Posting Number	S02-19
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$50,240 - \$67,973 per annum
Classification	ADM-05
Provisional Statement	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

Dalhousie Medical School attracts some of Canada's top students, physicians, and health researchers. With campuses in Halifax, Nova Scotia and Saint John, New Brunswick, and over 100 teaching sites across the Maritimes, we provide aspiring doctors and health researchers with the highest caliber of education. Reporting to the Director, Medical Research Development Office (MRDO), the Manager, Research and Infrastructure Support will provide leadership to initiate, implement and manage programs that support and enhance research success in the Faculty of Medicine.

Key Responsibilities

- Provide operational oversight of the CORES infrastructure program, including financial and human resource management and the development of policies and procedures to support the continued enhancement of research through the support of multi-user (core) research facilities.
- Oversee communications and outreach for CORES including develop and maintain CORE website, produce bi-annual newsletter, and develop a workshop series that highlights new techniques and services of the core facilities.
- Develop, facilitate and manage special projects related to research under the direction of the Director, Medical Research Development Office and the Associate Dean

(Research).

- Supervise the day-to-day operations of all CORES staff. In collaboration with the Director, MRDO perform recruitment, onboarding, training and performance management.

- Lead in identifying research-related fund and award programs. Develop proposals and submit nominations to various local, national, and international agencies to enhance the overall profile of the Faculty of Medicine and the University.

- Build and maintain internal and external relationships with various stakeholders to support and promote policies and programs for research funding and recognition.

Note

Qualifications

Undergraduate degree in a related field (i.e. Business or Accounting) with 5 years of related experience (or equivalent combination of training and experience) is required. Knowledge of the Canadian granting system (particularly the Canada Foundation for Innovation), and experience with research funding in a University environment are strongly preferred. Proven organizational and communication (verbal and written) skills, and attention to detail are required. Prior experience managing staff is essential. Experience with research finance would be considered an asset.

Job Competencies

Additional Information

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	04/29/2019
Close Date	05/21/2019
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1352>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter