

## Job Description

<b>Job Title</b>	Director, Schulich Research Operations
<b>Reference</b>	30986
<b>Location</b>	UWO Main Campus
<b>Faculty/Unit</b>	Schulich School of Medicine and Dentistry
<b>Department</b>	Schulich Medicine & Dentistry - Research
<b>Full/Part Time</b>	Full-Time
<b>Employee Group</b>	PMA - Professional and Managerial Association
<b>Appointment Type</b>	Continuing
<b>Appointment Status</b>	Regular Full-Time

### Classification & Regular Hours

Hours per Week: 35

Salary Grade: 18

### About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

### About Us

The Schulich School of Medicine & Dentistry provides outstanding education within a research-intensive, distributed learning environment, where tomorrow's physicians, dentists and health researchers and other scholars learn to be socially responsible leaders in the advancement of human health. The Schulich School of Medicine & Dentistry is the largest Faculty on campus and employs over 2,000 part-time and full-time faculty and over 1,200 staff.

### Responsibilities

Western has a distinguished history of discoveries and achievements and our collective successes in advancing knowledge and building a thriving community has resulted in attracting top researchers and students. With state-of-the-art facilities accessible to industry, government and other partners, we can collectively expand the impact of our research, teaching and community engagement. The Director, Schulich Research Operations will provide leadership to operational teams within the Schulich School of Medicine and Dentistry, and work in consultation with the Chief Administrative Officer to develop, implement and monitor processes that promote research activity and ensure research within the School is enhanced and complies with regulations. The role will be a strategic thinker who reinforces and advances Schulich's reputation for excellence in research, and ensures that tactics are developed to sustain a standard of excellence as it relates to the administration of research funds within the School's large and diverse research community. The Director will identify opportunities for process improvements, and design and revise practices, with appropriate controls, to ensure that risks are mitigated. The role will have an extensive knowledge of local, national and international research funding opportunities, and facilitate the achievement of Schulich's strategic plans related to research.

The Director will work in collaboration to ensure that highly efficient, client-focused and responsive services are delivered to the School's research community.

## Qualifications

### Education:

- Master's Degree in a research related field
- Master of Business Administration preferred

### Experience:

- 7 years' experience in a complex organization with responsibility for leading research administration
- 5 years' experience managing staff and projects preferred
- Experience with national and international research grants and funding opportunities would be an asset

### Knowledge, Skills & Abilities:

- In-depth knowledge of the Canadian peer-review granting systems, processes and procedures and of the regulations and guidelines governing research in an academic environment
- Business acumen with an advanced understanding of quality standards relative to operational improvement, strategic planning and business growth
- Knowledge and understanding of the regulations and requirements of the agencies with oversight of animal research
- Openness to recognize when change is necessary, and to develop, implement and lead effective change management strategies
- In-depth knowledge best practices in building a strong collaborative team and leading people and of best approaches for creating a shared vision
- Capacity to think and act at a strategic level and achieve operational requirements
- Ability to maintain and develop an effective network of contacts that provide information regarding emergent opportunities and best practices
- Communication skills with the ability to converse with, write reports for, and deliver presentations to all levels of the organization
- Ability to deal confidentially with information that has financial, political, regulatory and reputational implications
- Ability to draw on diversity of skills, backgrounds and knowledge of people to achieve more effective results
- Ability to make decisions and recommendations that are clearly linked to the organization's strategy and goals
- Ability to promote individual growth by encouraging others to learn new skills and develop themselves
- Influential interpersonal skills that build positive and strong relationships at all levels of the organization
- Ability to handle complex, ambiguous situations with diplomacy, calmness and good judgment
- Results-oriented with the ability to motivate and coach employees to meet high performance standards, while working effectively as a member of the leadership team
- Ability to implement controls to manage operational and legal risks
- Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines

## Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

## Please Note:

Interested applicants are asked to visit: <https://recruit.uwo.ca> for further information and to apply online referencing job #30986 by 11:59PM on June 2, 2023.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.