



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/13

Grants/Contracts Officer

Job ID	379706-1-3789	
Web Address	https://careers.indigenous.link/viewjob?jobname=379706-1-3789	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-02-22	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About the Office of the Vice-President, Research and Innovation As Canada's comprehensive innovation university, Toronto Metropolitan University engages in scholarly, research and creative (SRC) activity that addresses real-world challenges to drive economic growth and improve quality of life for Canadians. Innovation is at the core of our research mandate. Our centres and institutes bring together faculty and industry partners to solve research problems and provide opportunities for students to learn. Our strong focus on innovation and evidence-based research has made us a preferred partner for government, industry, not-for-profit organizations, communities and individuals. Together, we are improving processes, developing new technologies and services, and creating new companies and social enterprises. The Office of the Vice-President, Research and Innovation (OVPRI) establishes the strategic direction and oversees the administration of Toronto Metropolitan University's scholarly, research and creative activity (SRC) enterprise, including grants administration, external funding, SRC policies, partnerships and collaborations, commercialization, and business development.

The Opportunity

As a Research Grants/Contracts Officer within the Research Services team you will be exposed to the dynamic and vibrant research ecosystem at Toronto Metropolitan University. Joining a collegial and supportive team, you will use your experience and insight to effectively support externally funded/sponsored research at the university, including the development, review, negotiation and administration of research grants, contracts, and related intellectual property agreements; the administration of university research related policies and procedures; and the administration and ongoing oversight of research funding for established grants and contracts. While we rely upon the expertise and experience of our Grants/Contracts Officers, the Research Services team also offers professional development and continuous learning for our team members to ensure that we stay on top of the latest developments in research administration and management, as well as to develop new skills and capacities in our team members to support the growing research enterprise at our Institution. Please note that this is a two-year term position with a possibility of renewal. Additionally, this will be a flexible work opportunity with an expectation of working on campus 3 days a week, with further flexibility within those parameters to meet operational needs and work/life balance. Responsibilities include:

- Leading the review of funding applications and proposals
- Providing information on funding opportunities, advice and support to stakeholders
- Providing administrative support related to grants, contracts and funding applications
- Keeping abreast of new funding sources and application process changes

Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary degree is required in order to have sufficient background knowledge to coordinate successful research proposals from development through submission to award management while acting as a key liaison with the nominees, Faculties and Departments to ensure program details meet requirements.
- Proven track record of at least 3 to 4 years related research administrative experience preferably in an academic or research affiliated hospital setting is required.
- Experience interacting and working with sponsoring partners and agencies especially including a demonstrated record of administration of contracts, subcontracts, research grants, and other related agreements.
- Experience negotiating contracts and other agreements.
- Experience in supporting the development of individual and multi-institutional proposals and subsequent report writing, such as preparing government proposals or annual reports for
- large, multi-year funding opportunities sponsored by funding agencies, international organizations, and non-governmental organizations.

- Superior written and verbal communication skills.
- Ability to effectively work under pressure, using excellent critical thinking, organizational and time management skills, independent judgment/problem-solving, to produce a quality work product within tight time constraints with an attention to detail.
- Experience with relationship building and fostering skills to establish and maintain external partnerships with sponsors and multi-institutional partners.
- Experience developing and delivering related grant training materials and sessions/workshops.
- A client service focus with excellent interpersonal and communication skills.
- Experience preparing original correspondence and newsletters.
- Knowledge of financial policies and procedures.
- Ability to interpret policies related to research and funding.
- Demonstrated knowledge of MS Office (Word, PowerPoint, Excel, Project, etc.) and Google Suite applications.
- Familiarity with national granting councils, industry grants and other major sponsors of university research in Canada.

Additional Information

Position Number(s) 20004724

20004291

Reports To Executive Director, Research Services

Department Office of the Vice-President, Research and Innovation

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date 2 years from start date

Hours of Work 36.25

Grade 13

Salary Scale \$81,311.86-\$103,003.41

Hiring Salary Range \$81,311.86-\$88,851.66

Posting Date February 21, 2024

Application Close Date April 7, 2024

An equivalent combination of education and experience may be considered. Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis. Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications. As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Grants/Contracts Officer