



# 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

## Research Grants Officer: Posting ID 28217

<b>Job ID</b>	<b>3C-F0-72-38-81-D2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3C-F0-72-38-81-D2">https://careers.indigenous.link/viewjob?jobname=3C-F0-72-38-81-D2</a>	
<b>Company</b>	The University Of Western Ontario	
<b>Location</b>	London, Ontario	
<b>Date Posted</b>	From: 2022-09-23	To: 2023-03-22
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	November 2022	
<b>Job Salary</b>	Professional Management Association: Level 14	
<b>Languages</b>	English	

### Description

Reference: 28217

Location: UWO Main Campus

Faculty/Unit: VP Research - Western Research

Department: Research Development & Services

Employee Group: PMA • Professional and Managerial Association

Appointment Type: Continuing

Appointment Status: Regular Full • Time

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 14

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life • long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" • an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Western provides strategic and administrative support to foster a culture of research excellence that enhances Western University's profile on the global stage. The Research Services team is an integral part of the Research Western portfolio focusing on pre • award grants administration and post • award management of the numerous and complex sponsored research grants at Western University.

Responsibilities

The Research Grants Officer is a subject • matter expert who ensures that research funding applications submitted by researchers from all disciplines at Western conform to high submission standards, institutional and Sponsor policies and requirements in a complex, evolving, fast • paced and competitive research funding environment.

In the review of applications, the Research Grants Officer identifies and communicates to Faculty members any deviations from guiding principles, policies, procedures, and requirements of Western University and all global research funding Sponsors that have implications for Western's institutional endorsement of an application. The Research Grants Officer provides well • researched advice to, and acts upon recommendations of, the Director (Research Services), the Vice President Research (VPR) and Associate Vice • Presidents Research (AVPR).

Knowledge, Skills & Abilities:

• In • depth knowledge of best practices for reviewing and writing grant proposals; and of the Canadian peer • review granting systems, processes and procedures

• Demonstrated strong knowledge of research administration principles with good knowledge of research account activation requirements and/or processes

• In • depth knowledge and understanding of Agency and Sponsor agreements to ensure proper procedural guidelines and deadlines are met by faculty, students, staff and administration

• Ability to exercise appropriate judgement in the interpretation of sponsor award conditions and University policy

• Demonstrated ability to research and assess new avenues of funding from federal granting agencies, industry and other funding sources for compliance requirements and risk management oversight

• High • level budget administration skills with the ability to analyze and understand complex budgets

• Well • developed verbal and written communication skills to translate information into easily understood terms, summarize information, and provide a rationale for action

• Team oriented, professional manner, tact, diplomacy and discretion in working with associates and colleagues including senior management

• Exceptional customer service skills to deliver reliable and timely advice to external clients in a demanding environment

• Self • motivated, detail • oriented, and organized with the proven ability to work independently and project manage workload in a fast • paced interruptive environment

• Excellent interpersonal skills with the proven ability to work collaboratively and professionally with a wide range of internal and external stakeholders, and within cross • functional teams

• Demonstrated ability to understand, interpret, and effectively communicate complex guidelines, policies, and procedures to key stakeholders with

wellâ€• developed public speaking skills

â€• Proven continuous quality improvement approach to evaluation and development of policies and programs

â€• Strong demonstration of good judgement, critical thinking, analytical and problem solving skills with a collaborative and consultative approach to addressing issues and opportunities

#### **Experience**

- 3 years direct experience in reviewing and administering grant proposals and/or in an academic research environment with faculty, researchers and external industry partners

- Intermediate to advanced computer skills in Microsoft Office and database software and ability to adapt to new software systems

- Experience with university research administration policies and procedures

- 5 years of direct experience successfully administering grant applications and working with major government research programs in an academic research environment is preferred

- Direct involvement and experience reviewing and/or preparing grant proposals and complex budgets would be an asset

#### **Education Requirements**

- Undergraduate Degree

- Master's Degree is preferred

#### **Other**

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 519â€• 661â€• 2194.

Please Note:

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVIDâ€• 19 Vaccination Policy.

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

#### **How to Apply**

Click "Apply Now"