



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.Links 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: 2024/05/15

PROGRAM LEAD

Job ID	61304-1387	
Web Address	https://careers.indigenous.link/viewjob?jobname=61304-1387	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-03-25	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Project Description: The Research Office for Administration, Development and Support (ROADS) helps researchers access funding from external granting agencies. ROADS supports researchers through the identification of funding opportunities, provision of information sessions, and review and editing of grant submissions. ROADS manages McMaster's allocation for identified programs and ensures that researchers and the University are protected through funding agreements and compliance with agency and institutional policy. Job Summary: The Program Lead is responsible for assisting faculty members with the identification of appropriate research funding opportunities from, and the development and submission of research proposals to, Horizon Europe Pillar II programs. While working under very challenging time constraints and conditions due to multiple priorities, tasks and deadlines, the Program Lead reviews, negotiates and drafts contracts and agreements with various parties, devising solutions to complex issues to secure cooperation and funding for research endeavors. The Program Lead provides strategic direction and expert advice in writing proposals and ensuring proper documentation is provided for various projects. Purpose and Key Functions:

- Review, negotiate and draft complex contracts and inter-institutional agreements between McMaster University and funding agencies, other universities, not-for-profits, federal and provincial governments, and agencies.
- Negotiate and develop budgets with partners including other institutions, private sector, not for-profit, federal, provincial and municipal governments, and agencies.
- Develop concepts and strategies when authoring sections of grant applications which address the project's importance to the strategic plans to aid in the agency's decision to fund or reject a proposal.
- Provide time-sensitive strategic direction and expert advice and guidance to staff regarding proposal development, including the writing of selected sections of text as well as the development and review of budgets, for a wide variety of funding competitions with multiple, often overlapping, deadlines.
- Write and submit reports to sponsors on research funding outcomes and the status of research projects, considering the particular requirements, expectations and interests of each funding agency.
- Draft, edit and ensure successful submission of multiple research funding proposals in accordance with a wide variety of complex funding agency policies, procedures and deadlines.
- Develop solutions to address serious budget deviations.
- Develop complex, multi-party, multi-year budgets where cost-sharing includes proportional cash and in-kind contributions from the granting agencies, the private sector partners, and other University partners.
- Scrutinize documents for small changes when critically reviewing project proposals and complex budgets within a short period of time in accordance with varying researcher, institutional and/or funding agency expectations and timelines.
- Ensure that proposals and funding agreements comply with University policies, protect the University from legal liabilities, and conform to the complex criteria and guidelines of the relevant program sponsoring agency.
- Design and develop a variety of unique tools, guidance documents, University agreement templates and processes to facilitate management of multiple, complex, and often simultaneous, research funding competitions.
- Ensure timely provision of information regarding available funding opportunities.
- Interpret and communicate complex policies, procedures, and guidelines to researchers, Deans, Chairs and other

University personnel.

- Serves as a key resource person for, and provide strategic direction and expert advice to, Deans, Chairs, administrators and researchers regarding the interpretation and application of frequently changing and sometimes opaque policies governing Horizon Europe Pillar II programs.
- Ensure all research within the University has up-to-date institutional human ethics approval, animal ethics approval and biosafety approvals, where applicable.
- Liaise and collaborate with research and other administrative units/offices (e.g. Research Finance, MILO, HRS, Equity & Inclusion Office, Faculties).
- Participate in the development of policies and procedures related to research administration.
- Ensure compliance with numerous, application and progress reporting deadlines and complex requirements, while accommodating the diverse schedules of multiple researchers.
- Act as a liaison between the University and external sponsors concerning sponsors' policies, regulations, and opportunities for research funding.
- Represent department/unit/faculty on university committees and outreach initiatives.
- Monitor and ensure compliance with research ethics policies and procedures of the University and sponsoring agencies.
- Write sections of funding proposals, including the institutional sections which outline and require knowledge of a broad range of institutional, as well as Faculty-specific resources, collaborations, and strategic directions.
- Draft University industry agreements with private sector partners detailing funding amounts, purpose of matching funds provided for a specific proposal, and terms and conditions under which research programs will proceed.
- Write guidance and institutional documents to be used by all Faculties for proposal preparation, and post award management.
- Write proposals to granting agencies seeking allowance or explanation of material deviation in proposal management, or addressing other agency concerns as required.
- Update the research community of McMaster's success in funding competitions through the timely and accurate delivery of competition results and McMaster's performance in relation to other institutions.
- Analyze and interpret competition results and McMaster's performance.
- Coordinate large and diverse cross-functional teams, which may include internal researchers and staff, other academic institution personnel, and external agencies.
- Respond to numerous requests from researchers, Deans, Chairs and other university personnel for information regarding the interpretation of complex policies, directions regarding the completion of budgets, advice regarding strategic approaches to a proposal, and research funding data for both internal and external reports.
- Design and deliver a wide range of presentations and workshops to communicate the complex policies, procedures and requirements of Horizon Europe Pillar II programs.
- Consult with other universities to establish best practices in research administration.

Supervision:

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Provide orientation and shows procedures to others.

Requirements:

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant research administration experience.

Assets:

- excellent project management, multi-party complex budgeting experience, and analytical skills;
- strong, demonstrated problem-solving, organizational and administrative skills;
- a service-oriented individual who has the ability to work independently as well as part of a team;
- proficiency in multi-tasking; able to work under pressure with high volume and multiple deadlines;
- strong oral and written communication skills, including the ability to edit and critique research applications, proposals, agreements and reports;
- contract creation and negotiation experience;
- experience reviewing or developing applications and proposals to Horizon Europe Pillar II programs.

Additional Information: This position has a significant focus on proposal and agreement development as well as project management.

For more information, visit [McMaster University for PROGRAM LEAD](#)