

Grants Administrator

About SickKids

Dedicated exclusively to children and their families, The Hospital for Sick Children (SickKids) is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead and partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of the extraordinary people who come to work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

When you join SickKids, you become part of our community. We share a commitment and determination to fulfill our vision of *Healthier Children. A Better World.*

Don't miss out on the opportunity to work alongside the world's best in paediatric healthcare

Here's What You'll Get to Do:

Research funding applications:

- Enter, maintain and improve records of incoming grant applications in electronic tracking system (PeopleSoft) and ensure accuracy of information.
- Conduct preliminary scan of each incoming notice of application to determine if any information is missing, and follow up with the source as appropriate.
- Draft institutional correspondence, forms and assurances related to research grant applications and grants management.
- Coordinate the administrative and financial aspects of research grant applications, including the preparation of briefing and approval memos to Executives, costing project budgets, and coordinating multi-site applications with other universities and hospitals.

Research fund accounts:

- Review research agreements and award notices, liaising with internal stakeholders, including project teams and Finance Partners, to obtain relevant information
- Enter agreement and budget information into finance application (PeopleSoft) in order to set up research fund accounts or process amendments.
- Track and update a variety of award details in various platforms to ensure accuracy of information.
- Perform follow-ups, audits and other investigations to ensure timely processing of account set-ups and maintenance

Assume other activities and responsibilities as assigned.

Here's What You'll Need:

- Completion of a formal post-secondary educational program.
- A high level of literacy and numeracy.
- Ability to prioritize and handle a high volume of diverse projects with hard deadlines simultaneously.
- Demonstrated ability to communicate, negotiate, and problem-solve with a diverse variety of stakeholders who may have conflicting interests and priorities.
- Experience with data entry and database administration.
- Advanced-user knowledge of all common office applications.
- Business or financial education or experience is a strong asset.
- Experience with competitive research funding applications and especially health science research is a definite asset.

- Experience working in an academic, research, or healthcare environment is an asset.
- Experience working with accounting or financial software (eg PeopleSoft) is an asset.
- General resourcefulness and an ability to quickly find, learn, and assimilate new information is a must

Employment Type: Full Time, Permanent

Our Commitment to Diversity

SickKids is strongly committed to diversity within its community and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups and others who may contribute to diversity within our organization.

If requested, SickKids is proud to make available accommodations to support applicants with disabilities during the interview and assessment process. Information received relating to accommodation will be addressed confidentially. SickKids is also committed to providing services in both official languages and our preference is to hire employees who are fluent in both English and French whenever possible.

Thank you for your interest in joining SickKids. Only those applicants selected for an interview will be contacted. In accordance with our Hospital policy, employment at SickKids is conditional upon the Hospital's receipt of all necessary documentation.

How to Apply

<https://www.sickkids.ca/CareersVolunteering/index.html> – **Grants Administrator (10552)**

Tip: Combine your cover letter and resume into ONE document as you cannot upload multiple documents as part of your application. If you are still experiencing technical difficulties please email ask.hr@sickkids.ca to send us a short description of the issues you are experiencing. Please note that we will not accept resumes sent to this inbox but we are happy to respond to requests for technical assistance.