



# Western Research

Job Title: Post-Award Grants Facilitator

Reference: 16846

Location: UWO Main Campus

Faculty/Unit: VP Research - Research Western

Department: Research Development & Services

Employee Group: PMA - Professional and Managerial Association

Appointment Type: Continuing

Appointment Status: Regular Full-Time

Hours per Week: 35

Salary Grade: 15

## 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

Research Western provides strategic and administrative support to foster a culture of research excellence that enhances Western University's profile on the global stage.

## Responsibilities

The Post –Award Grants Facilitator fosters and supports successes in research at Western by providing proactive expertise to the research community in research administration and in the delivery of research funding programs. This role is accountable to ensure adherence and enforcement to the policies, procedures and requirements of Research Western and all research funding sponsors. The Facilitator is responsible for the initiation of major research projects as detailed in applications or proposals,



including budget development & finalization of several research programs, particularly major institutional and strategic special initiatives.

The incumbent acts as a liaison between granting agencies and researchers as appropriate, as well as between Research Western teams and Research Finance, Purchasing, Human Resources, Facilities Management and others to ensure timely work flow and initiation of external grants.

### Qualifications

#### Education:

- Bachelor's Degree

#### Experience:

- 5 years experience in academic research environment or related business area
- Experience with research administration processes and systems

#### Knowledge, Skills & Abilities:

- Sound knowledge of university research administration policies and issues
- Sound knowledge of government research funding program policies, guidelines and procedures (such as CFI, ORF and NIH)
- Demonstrated comprehensive knowledge of Ontario Research Fund budget development, forecasting, and reporting requirements
- Demonstrated comprehensive knowledge of Canada Foundation for Innovation budget development, award finalization, and project monitoring requirements
- Working knowledge of Project management principles; and institutional policies on intellectual property, indirect costs, procurement and research finance post-award grant management
- Comprehensive knowledge of research funding programs
- Mature judgement, analytical and problem-solving skills with a consultative and collaborative approach to addressing issues and opportunities



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- Advanced computer skills including spreadsheet design, word processing and database management
- Excellent written and oral communication skills, with experience giving presentations to multiple stakeholders, creating reports and demonstrated ability to respond to inquiries from staff, faculty and members of external organizations
- Ability to prepare complex budgets, and management of financial reports
- Strong record of collaborative teamwork with the motivation and ability to work independently with little supervision, and within cross-functional teams
- Proven ability to multi-task and prioritize with an eye to consistently producing high-quality work and meeting deadlines in a demanding environment
- Ability to work in a fast-paced, interruptive environment while maintaining tact, diplomacy and professionalism
- Demonstrated analytical ability to understand, interpret, and effectively communicate complex guidelines, policies and procedures to key stakeholders

## 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, Aboriginal 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](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

Please Note:

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