



JOB POSTING

Date: July 5, 2019

Competition: #19-43

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Research Development Program Director
Division: Centre for Applied Research; Office of Applied Research & Graduate Studies
Reporting To: Dean, Office of Applied Research & Graduate Studies

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

Summary:

The Research Development Program Director (RDPD) provides leadership for pursuit of funding for research, curriculum development and other opportunities that are in alignment with the Institution's Strategic, Education and Research plans. The RDPD provides strategic research, grant writing and tactical leadership to advance research and related proposals successfully from their initial concept stage through ethical approval and funding proposal submission. While pre-award activities are the focus of this position, the incumbent may be asked to participate in post-award research project management responsibilities for transitional purposes between pre-award and post-award processes, and other responsibilities based on subject-matter qualifications and interest.

The primary purpose of this position is to increase the competitiveness of JIBC in successfully applying for research and related funding by contributing to the development of internal capacity and capability of faculty and managers. The incumbent will work collaboratively, pan-institutionally, to develop research and call for proposal response capacity within the JIBC. The RDPD is expected to lead and/or collaborate in organizing, presenting and training at institutional events and workshops to foster and strengthen research dialogue and culture within the institution and with stakeholders.

The RDPD has the responsibility for maintaining, updating and developing appropriate research related policies, procedures and practices as required.

This position requires excellent communication skills in order to clearly describe and explain complex funding application guidelines and procedures, providing criteria, writing expertise and editorial review for grant applications, and managing related initiatives through the Dean, Office of Applied Research & Graduate Studies. This position is complex in nature and requires the ability to manage multiple, often competing deadlines. The incumbent must deal with diverse stakeholders, including faculty, staff, external stakeholders/partners and external funding agencies.

The incumbent must keep apprised and communicate new and emerging funding opportunities to all interested stakeholders (both internal and external), as appropriate. They will provide leadership in providing strategic development of funding proposals of all kinds as a pan-institutional support for JIBC grant, RFP and other responses to calls for proposals. The incumbent fills several roles with the Tri-Council Agencies for JIBC including Research Administrator, Ethics Administrator, and Scholarships Liaison Officer.

Qualifications & Requirements:

Academic:

Master's Degree (with thesis) or an accumulation of relevant experience.

Experience:

- Minimum of 5 years related experience in grant writing, and in building collaborative research teams and multi-disciplinary and/or multi-institutional research proposals for provincial, national and international agencies;
- Experience with leading the development and submission of grant applications with knowledge of the grant submission platforms and the Common CV;
- Experience and relevant knowledge, education and understanding of JIBC disciplines in public safety and justice;
- Demonstrated ability to prioritize, multi-task, and meet hard deadlines including the ability to track and monitor project process to ensure timely completion of tasks;
- Experience in strategic and effective prioritization and critical thinking to selectively respond to calls for proposals and collaboratively determine the most competitive and feasible opportunities;
- Direct experience developing Tri-council, Public Safety, Defence and other government proposals with strong knowledge of the academic research funding landscape;
- Demonstrated ability to build and maintain collaborative working relationships with colleagues, stakeholders and funding agencies;
- Strong understanding and/or skills in developing and writing research policies and procedures;
- Strong collaborative leadership and mentoring skills for providing guidance to researcher and /or other institutional staff;
- Excellent oral and written communication;
- Familiarity with BC Bid, MERCS and other sources of calls for proposals;
- Knowledge of theory and practical application of research policies and procedures;
- Experience training/guiding others in writing, research, editing, or related topics.

Other Knowledge/Training:

- Knowledge of or training in the ethical review process, statistics, and research methods;
- Knowledge of and experience with various research funding models and supervisory management experience;
- Prior relevant research collaborations for JIBC disciplines and with Indigenous Research is an asset;
- Fluency in French or other languages is an asset, but not required;
- Computer literacy including Microsoft office products and statistical analysis software;
- Ability to create visual presentations that display data, events, and activities in a clear and concise format using a variety of technology tools is an asset.

For further information about JIBC, and to view the Posting and Job Description, including a full listing of Primary Responsibilities, please visit our website at <http://www.jibc.ca/about-jibc/working-jibc>

Please provide copies of *relevant academic/technical credentials* with your application.

Salary Range: \$81,966 to \$103,714 annually (Fair Comparison Grid Level 13 – Under Review)
(Placement on the range depends on qualifications and experience of the successful applicant)

Posting Date: July 5, 2019

Closing Date: August 30, 2019

Please submit a *resume/CV, cover letter and copies of academic credentials* quoting Competition #19-43 via email to: hr@jibc.ca

For more information, please feel free to contact: Dr. Greg Anderson, Dean, Office of Applied Research & Graduate Studies 604-528-5617 | ganderson@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

