

Research Manitoba
Manager, Programs
Full-time, Permanent Position

OVERVIEW

Reporting to the Chief Executive Officer (CEO) of RESEARCH MANITOBA, the Manager, Programs (Manager) is responsible for budgeting and management of all existing funding programs and peer review processes, and in developing new programs and initiatives that will contribute to the growth of the research enterprise in Manitoba. The Manager is responsible for assisting the research community in research and research-related initiatives that will ultimately benefit the people of Manitoba.

Key relationships for this position include those within the universities and colleges in Manitoba, Not for Profit/charity organizations, non-governmental organizations, as well as policy decision makers in government departments.

PROFESSIONAL QUALIFICATIONS

This position requires an individual highly skilled in facilitation, relationship building and management, interpersonal communication, and active listening. Maintaining a thorough understanding of research resources is a basic function of this position. Knowledge of the national and provincial research environment, community development principles and practices as well as adult education training/experience are considered assets.

PERSONAL ATTRIBUTES

This position is ideally suited to an individual who recognizes the inherent value of research information in everyday decision-making and understands the essential and far-reaching role that such research play in enhancing the lives of Manitobans and the economic benefits to our province. The Manager plays a key role in building relationships within the research community, and between the research community and other sectors in the provincial and national research enterprise.

The Manager should be comfortable meeting new people, identifying key relationships, and fostering collaboration and partnerships. S/he should have the ability to recognize potential and assist individuals and groups as they negotiate the complicated research environment. The Manager should be comfortable with ambiguity and be able to articulate and support the philosophy of RESEARCH MANITOBA.

CRITICAL ACCOUNTABILITIES

Program Responsibility

- Manages the planning, evaluation, development and implementation of RESEARCH MANITOBA grants and awards programs

- Reviews the programs annually and identifies new opportunities
- Works to ensure that information on programs are current
- Manages the Review Processes for competitive competitions including identification of administrative improvements and process enhancements based on the feedback loop
- Collaborates with the Communications Officer to ensure appropriate communication of Research Manitoba's programs and funding
- Collaborates with the Manager, Impact and Evaluation to ensure appropriate evaluation is being conducted
- Oversees the development of program workshops, seminars and other initiatives and ensures these meet the needs of participants
- Works with the CEO to ensure that initiatives align with national standards
- Educates, communicates and promotes RESEARCH MANITOBA programs through one-to-one meetings, presentations, attendance at meetings, participation on committees, etc.

External Relations

- Represents RESEARCH MANITOBA as appropriate on provincial and national committees
- Ensures appropriate agreements and memorandum of understanding are developed for new and existing initiatives
- Communicates proactively and establishes relationships with research offices at universities, colleges and academic health centres
- Assists in preparation of the Annual Report
- Establishes and maintains a dynamic relationship with the various constituent communities served by RESEARCH MANITOBA to:
 - Ensure their knowledge needs are understood and addressed
 - Ensure that RESEARCH MANITOBA is current in its understanding of their challenges and to seek opportunities to partner and leverage the RESEARCH MANITOBA programs to meet those needs
- Constantly scans the research environment for opportunities to partner, enhance RESEARCH MANITOBA programs, and to implement systems improvements
- Maintains relationships with other relevant granting agencies to ensure that barriers to enhancing the research enterprise are identified and addressed as much as possible, and to plan for a comprehensive research enterprise system in Manitoba by providing services and programs that are complementary, collaborative, and catalytic as opposed to duplicative, competitive, or static

Policy and Board

- Works with the CEO and if assigned, the RESEARCH MANITOBA Board, to develop new policies
- Ensures necessary information is provided for policy development
- Assesses compliance with Board policies
- Provides report and presentations as required

- Manages the Research Advisory Council (RAC - a sub-committee of the Board), including organizing meetings, preparing the necessary documentation, and working closely with the RAC Chair

CEO Support

- Provides recommendations to the CEO
- Ensures the CEO is regularly updated on critical RESEARCH MANITOBA activities
- Assists the CEO with national initiatives (including the National Alliance of Provincial Health Research Organizations), and national granting agency activities
- Attends conference and presentations

STATEMENT OF QUALIFICATIONS

BASIC REQUIREMENTS

EDUCATION: A Master's degree in education, health sciences, administration, arts, or social sciences is required.

EXPERIENCE: A minimum of five years' experience in program development, management, and evaluation is required. Understanding of the research process and its role in informed decision-making is preferred.

SKILLS: Proficiency in word processing, spreadsheet use, and database utilization.

LANGUAGE: English

RATED REQUIREMENTS

KNOWLEDGE:

- Thorough knowledge of how Boards work and the governance model and structure of RESEARCH MANITOBA
- Good knowledge of RESEARCH MANITOBA constituent groups and relevant provincial government policies and procedures
- Good knowledge of the state of research in the Province and across Canada
- Good knowledge of financial management and other performance evaluation principles
- Good knowledge of customer service principles and public relations

ABILITY

- To effectively communicate orally and in writing, including e-mail, letters and reports
- To effectively set priorities
- To effectively manage time
- To effectively plan, organize, and think strategically

- to effectively manage and evaluate projects
- To work effectively as part of a team and to facilitate the establishment of teams
- To develop, analyze and monitor budgets
- To effectively identify and manage risks
- To build effective working relationships with members of the Board, staff, constituents, politicians, and decision makers
- To document and communicate the organization's performance

PERSONAL SUITABILITY

- Leadership
- Effective interpersonal relationships
- Creativity and innovation
- Ethical
- Integrity
- Good judgment
- Flexibility and adaptability
- Fairness
- Honesty
- Straightforwardness

WORKING ENVIRONMENT

- Small number of staff who work together closely and cooperatively
- Opportunity and support for professional development, both individual and team
- Grants competition cycle and deadlines may impact the timing of vacation leave
- Some travel (within Manitoba, across Canada) for attendance at conference, meeting, etc.

DEADLINE FOR APPLICATION:

June 14, 2019

Please email Mikayla Hunter at: mikayla.hunter@researchmb.ca