

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESEARCH AND FACILITATION Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for performing research and analysis; or assisting researchers in identifying funding sources and developing funding applications.
TYPICAL RESPONSIBILITIES	May include: performing research and analysis; developing and implementing project proposals, protocols, work plans and timelines; writing project proposals; overseeing data collection; conducting analyses; participating in budget forecasting and preparation; assisting researchers in reviewing documents, identifying funding sources and developing funding applications; working with principal investigators to identify and explore funding opportunities; developing ideas into grant proposals; liaising with the VP Research Office and funders to resolve issues; advising researchers on regulatory requirements for the conduct of research; attending ethics review meetings; and preparing ethical review submissions.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes professional decisions and recommendations on all aspects of research work and is responsible for the quality of research activities. Makes decisions regarding funding sources and the preparation of funding applications.
SUPERVISION RECEIVED	Works with considerable latitude. Research work reviewed against achievement of project objectives. Research facilitation activities are reviewed for conformity to established objectives and standards.
SUPERVISION EXERCISED	May manage junior researchers, research assistants and technicians, junior staff or students.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.