

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: RESEARCH AND FACILITATION Level C, Pay Grade 8

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the planning, management, coordination, and communication for a research project; or for the facilitation of research review processes and the development of collaborative agreements involving researchers, granting agencies and departments within VP Research.
<b>TYPICAL RESPONSIBILITIES</b>	May include: planning, managing and handling communications for a research project, including setting priorities and goals, preparing budgets and forecasting requirements; providing expertise in a field of research; facilitating the research review process and developing collaborative agreements with researchers, granting agencies and departments in VP Research; developing strategic research plans; identifying research synergies and creating opportunities for new avenues of research; matching funding opportunities to research activities and researchers; facilitating the process of collaborative research agreements; providing authoritative information on collaborative research.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises professional judgment and initiative in the overall coordination and management of research projects. Accountable for the effective execution of all research activities. Makes decisions regarding the research review process and the development of collaborative research agreements.
<b>SUPERVISION RECEIVED</b>	Works with wide latitude. Work is reviewed periodically to assess the validity of recommendations or the achievement of defined goals.
<b>SUPERVISION EXERCISED</b>	Provides direction and technical knowledge to a research team or provides functional direction to researchers. May manage staff.
<b>MINIMUM QUALIFICATIONS</b>	For research work, a post-graduate degree or equivalent professional designation with a minimum of four years of related experience, or an equivalent combination of education and experience. Otherwise, an undergraduate degree in a relevant discipline is required with a minimum of six years of related experience, or an equivalent combination of education and experience.