

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00053</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Senior Advisor</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

### General Description

Responsible for assisting faculty members with the development of research proposals and the identification of appropriate research funding opportunities. Negotiate and draft contracts and agreements with various parties securing cooperation and funding for research endeavors. Provide administrative expertise in writing proposals and ensuring proper documentation is provided for various projects.

### Representative Duties & Responsibilities

- Negotiate and draft contracts and inter-institutional agreements between McMaster University and funding agencies, other universities, not-for-profits, federal and provincial governments, and agencies.
- Negotiate and develop budgets with partners including other institutions, private sector, not for-profit, federal and provincial governments, and agencies.
- Develop concepts and strategies when authoring sections of grant applications which address the project's importance to the University's strategic research plan to aid in the agency's decision to fund or reject a proposal.
- Write and submit reports to sponsors on research funding outcomes and the status of research projects.
- Draft and edit research funding proposals.
- Develop solutions to address serious budget deviations.
- Scrutinize documents for small changes when critically reviewing project proposals and budgets.
- Ensure that proposals and funding agreements comply with University policies, protect the University from legal liabilities, and conform to the criteria and guidelines of the relevant program sponsoring agency.
- Design and develop tools, guidance documents, University agreement templates and processes to manage research funding competitions.
- Interpret and communicate applicable policies, procedures, and guidelines to researchers, Deans, Chairs and other University personnel.
- Provide advice to researchers regarding the interpretation and application of funding agency policy.
- Ensure all research within the University has up-to-date institutional human ethics approval, animal ethics approval and biosafety approvals, where applicable.
- Participate in the development of policies and procedures related to research administration.
- Ensure compliance with progress reporting deadlines and requirements.
- Act as a liaison between the University and external sponsors concerning sponsors' policies, regulations, and opportunities for research funding.
- Monitor and ensure compliance with research ethics policies and procedures of the University and sponsoring agencies.
- Write sections of funding proposals including the institutional sections which outline institutional resources, collaborations, and strategic directions.
- Draft University industry agreements with private sector partners detailing funding amounts, purpose of matching funds provided for a specific proposal, and terms and conditions under which research programs will proceed.
- Write guidance and institutional documents to be used by all Faculties for proposal preparation, and post award management.
- Write proposals to granting agencies seeking allowance or explanation of material deviation in proposal management, or addressing other agency concerns as required.
- Develop multi-party, multi-year budgets where cost-sharing includes proportional cash and in-kind contributions from

## Representative Duties & Responsibilities

the granting agencies, the private sector partners, and other University partners.

- Develop solutions to address serious budget deviations.
- Draft letters of recommendation for prizes and awards for researchers.
- Coordinate large and diverse cross-functional team which may include internal researchers and staff, other academic institution personnel, and external agencies.
- Respond to requests for information regarding the interpretation of policies, directions regarding the completion of budgets, advice regarding strategic approaches to a proposal, and research funding data for both internal and external reports.
- Design and deliver a wide range of presentations and workshops.
- Consults with other universities to establish best practices in research administration.

## Supervision

- Provides direction to others in how to carry out work tasks.
- Provides orientation and shows procedures to others.

## Qualifications

- Bachelor's degree in a relevant field.
- Requires a minimum of 3 years of relevant experience.

## Effort

### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, and correspondence.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information and word processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Ensuring that proposals and funding agreements comply with University policies, protect the University from legal liabilities, and conform to the criteria and guidelines of the relevant program sponsoring agency.
  - Designing and developing tools, guidance documents, University agreement templates and processes to manage research funding competitions.
  - Interpreting and communicating applicable policies, procedures, and guidelines to researchers, Deans, Chairs and other University personnel.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Scrutinizing documents for small changes when critically reviewing project texts and budgets.
  - Facilitating and participating in meetings with research teams for proposal development and management.
  - Developing solutions to address serious budget deviations.
  - Developing concepts and strategies when authoring sections of grant applications which address the project's importance to the University's strategic research plan to aid in the agency's decision to fund or reject a proposal.

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## **Working Conditions**

### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Frequently interacts with individuals who are rude or upset.
- Frequently deals with multiple requests and simultaneous deadlines.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00053</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Senior Advisor</b>	Total Points:	<b>590</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>4.0</b>	54
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>4.0</b>	64
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5