



THRiVE Discovery Lab Full Time Research Project Manager

Beginning October 2, 2023 (or as soon as possible thereafter)

Permanent Continuing (35 hrs/week)

Salary Range: \$58,000 - \$84,000 annually plus benefits

Contact: Natalie Rodriguez Natalie.Rodriguez@umanitoba.ca or Meghan Azad Meghan.Azad@umanitoba.ca

Apply at: umanitoba.ca/careers (Position #29175)

The THRiVE Discovery Lab (www.thrivediscovery.ca), co-Directed by Dr. Meghan Azad and Natalie Rodriguez, is situated at the University of Manitoba and Children's Hospital Research Institute of Manitoba (CHRIM). Azad and Rodriguez also co-Direct the Manitoba Interdisciplinary Lactation Centre (MILC) and the International MILC Composition Consortium.

Our team studies how early-life exposures and experiences shape lifelong health, focusing on infant feeding practices, human milk composition and the infant microbiome. We apply this research in various contexts and geographic settings to understand the development and prevention of asthma, allergies, obesity, malnutrition and growth stunting.

Position Summary

We are seeking a highly skilled and motivated Project Manager to join our dynamic team at THRiVE Discovery Lab. As the Project Manager, you will be responsible for overseeing, implementing, and managing various research projects within our lab. Projects will include large-scale, multi-site and multi-centered initiatives with national and international collaborators. Your role will involve coordinating resources, creating and managing budgets, execution of agreements, contracts and subawards, developing timelines, and deliverables, as well as leading stakeholder meetings to ensure the successful completion of projects while maintaining a high standard of quality and rigor.

Key Responsibilities and Duties

Financial

- Manages individual project funding, ensures adherence to funding terms and timelines, obtains funding extensions where necessary.
- Designs and implements reporting systems for monitoring project objectives and deliverables within the THRiVE Discovery Lab, as well as with national and international field site partners, laboratory partners and data sciences partners.
- Allocate and manage resources efficiently, including personnel, equipment, and materials, to optimize project outcomes.
- Prepares and presents performance results to THRiVE Directors and collaborators.
- Prepares necessary supporting documentation and collaborates with University of Manitoba Office of Research Services and University of Manitoba Research & Special Fund Accounting Department to ensure timely transfer of funding to site partners and collaborators.
- Ensures appropriate systems are in place for processing, monitoring, and reporting as necessary.

Administration

- Collaborates with research teams to develop project plans, defining objectives, deliverables, timelines, and resource requirements.
- Responsible for the efficient operation and administration of a large interdisciplinary translational research projects, ensuring adherence to timelines, budgets and quality standards.
- Manages and coordinates local, national, and international field site partners, laboratory partners and data sciences partners for the interdisciplinary translational research projects.
- Maintains accurate project documentation, including project plans, progress reports, and final project summaries.
- Develops and maintains efficient and effective central administrative office processes to build a high-quality research team.
- Coordinates and participates on committees as appropriate.
- Assists in coordinating and attends annual international consortium meetings.
- Drafting and supporting execution of subawards, material transfer agreements, data agreements and privacy assessments.

Communication

- Fosters effective communication and collaboration among team members, encouraging a positive and productive work environment.
- Conducts regular meetings with project teams to facilitate two-way communication of information, issues, and challenges.
- Communicates on a regular basis with stakeholders and collaborators to review budgets, priorities, and deliverables, as well as other financial administrative issues unique to each project
- Engage with internal and external stakeholders, including clients, collaborators, and funders, to provide project updates, address concerns, and manage expectations.

Minimum Formal Education/Training Requirements

- Completion of a Bachelor's degree in a relevant area of study
- CAPM or PMP Certification with a minimum of 5 years of relevant progressive project management experience
- A minimum of 3 years progressive experience working directly in operations and/or management.
- Must have experience supporting a multidisciplinary team

Skills and Abilities

- Demonstrated ability to manage and motivate teams, foster collaboration, and resolve conflicts effectively.
- Excellent organizational and multitasking skills, with the ability to prioritize tasks.
- Outstanding written and verbal communication skills, with the ability to present to a large group is required.
- Ability to interact professionally with all levels of staff if required.
- Ability to make sound independent judgements and utilize problem-solving abilities is required.
- Ability to handle multiple and simultaneous complex tasks, timelines priorities and projects is required.
- Meticulous attention to detail and commitment to maintaining high-quality standards throughout project execution.
- Familiarity with project management software and tools to facilitate project planning, tracking, and reporting.
- Ability to balance a budget, and manage resources efficiently is required
- Ability to manage electronic calendar, schedule and run meetings is required.
- An understanding of the research systems, particularly CIHR, NSERC, SSHRC, Research Manitoba, CFI and Bill & Melinda Gates Foundation applications and reporting procedures is an asset.
- Knowledge of University of Manitoba policies and procedures as they related to research funds is an asset.
- Knowledge of University of Manitoba systems such as FAST, EPIC and CONCUR is preferred.
- Advanced proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).

Experience

- Minimum of 5 years of experience in project management
- Proven track record of successfully managing and delivering complex projects within specified timelines and budget constraints.
- Experience working with cross-functional teams and stakeholders to achieve project goals.
- Proficiency in project management methodologies and tools.
- Familiarity with research and academic operations, including regulatory compliance and ethical considerations preferred.
- Experience in resource allocation and budget management.
- Experience in using project management software and tools to plan, track, and report project progress.
- Demonstrated use of online and cloud-based platforms for collaboration and communication, such as Slack, Microsoft Teams, Zoom, and Google Drive.

University of Manitoba, Rady Faculty of Health Sciences, Diversity & Inclusion

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. If you require accommodation support during the recruitment process, please call 204-474-7195 or email UM.Accommodation@umanitoba.ca. Please note this contact information is for accommodation reasons only. An inclusive, open, and diverse community is essential to excellence and fosters voices that have been ignored or discouraged. To address the Rady Faculty of Health Sciences commitment to equity, diversity, and inclusion, and in recognition of the underrepresentation of members of historically and currently excluded groups, we take proactive measures including implicit bias training for all hiring panels. We strive for diversity and cultural safety throughout the hiring process (hiring panels, short-list of candidates, interviews). We encourage you to self-identify any aspect of diversity in your cover letter.

How to Apply

Interested applicants need to apply through the [UM portal](#). Review of applications will commence as they are received and will continue until the position is filled. Application materials, including letters of reference, will be handled in accordance with the protection of privacy provision of The Freedom of Information and Protection of Privacy Act (Manitoba). Please note that curriculum vitae may be provided to participating members of the search process.