

Manager, Research Programs

Summary

The Manager, Research Programs, of Brain Canada will assist with the the implementation and delivery of the organization's strategic research funding programs, in the context of the \$200-million public-private partnership, the Canada Brain Research Fund. This will include all aspects of the process to announce and manage competitions, coordination of the peer review process, grant and award management and monitor the outcomes of the funded research. Located in either Montreal or Toronto, he/she reports to the Director of Scientific Affairs.

Responsibilities

- Assists the Director of Scientific Affairs with the implementation and delivery of strategic research and training programs that will advance Brain Canada's mission of supporting excellent Canadian neuroscience research;
 - Manages all aspects of the funding competitions, including announcement of Requests for Applications, coordination of the peer review process and award notification;
 - Assists the Director of Scientific Affairs with setting up peer review/selection committees, and provides expertise and support to the committee chairs and members;
 - Organizes the meetings of the peer review/selection committees, ensuring adherence to Brain Canada's guidelines and policies;
 - Keeps track of requirements and conditions related to funded grants and awards and coordinates grant and award payments;
 - Prepares and maintains reporting templates for the research and training grants;
 - Undertakes collection of data and reports for Government reporting;
 - Monitors progress of research programs (delivery), and prepares reports for donor stewardship;
 - Works with the Chief Financial and Administrative Services Officer to manage budget for program development and delivery;
 - Conducts on-going research on topics/people of interest to Brain Canada and to the neurosciences;
 - Assists in special projects that will help the organization with networking and profile building;
 - Assists with the development of outreach material to inform scientists, Government and the public about the research supported by Brain Canada.
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Qualifications

- University degree at the undergraduate or graduate level in a relevant domain or at least 10 years of work experience in the field of neuroscience or mental health research;
- Prior experience with all aspects of the mechanics of running a research competition and peer review process;
- Experience in project management;
- Knowledge of the Canadian neuroscience research environment an asset.

Key skills and attitudes

- Positive attitude and highly motivated;
- Extremely well organized and diligent;
- Superior attention to detail;
- Excellent interpersonal skills; able to deal calmly and effectively with dissatisfied individuals on occasion;
- Excellent written and verbal communications skills and ability to communicate neuroscience research in lay terms;
- Problem-solving skills and creativity;
- Good judgment and discretion;
- Ability to operate with minimal supervision and clerical support;
- Ability to work under pressure, meet tight deadlines and cope with rapidly changing scenarios;
- Familiarity with database, online application, web conference and office software;
- Bilingualism would be an asset.

Applicants should note that periodic overtime and travel will be required.

Salary

Starting salary commensurate with professional experience

Location

Located in either Montreal or Toronto.

Application process

Interested applicants are invited to submit a cover letter and CV, in confidence, to Judith Sale, Brain Canada Foundation, judiths@braincanada.ca. Only those applicants who proceed to the interview stage will be contacted.

For more information, please visit www.braincanada.ca