

JOB POSTING

Date: May 28, 2021

Competition: #21-29

**APPLICATIONS ARE INVITED FOR THE FOLLOWING PART-TIME TERM POSITION
(21 HOURS/WEEK) TO AUGUST, 2022**

Position:	Research Program Manager
Division:	Office of Applied Research & Graduate Studies
Location:	New Westminster, British Columbia
Reporting To:	Dean, Office of Applied Research & Graduate Studies

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies, community organizations and private corporations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses, through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Office of Applied Research & Graduate Studies:

The Office of Applied Research & Graduate Studies (OARGS) provides pan-institutional support and infrastructure for research and innovation (Centre for Research, Innovation, & Scholarship), and leadership and support for curriculum development and educational technology (Centre for Teaching, Learning and Innovation), and development and delivery of liberal and graduate studies (Centre for Liberal and Graduate Studies).

Position Summary:

The Program Manager (PM) assists the Office of Applied Research & Graduate Studies in all financial matters related to its daily operations, contract negotiation and monitoring, financial tracking and reporting.

The Program Manager is responsible for all of the financial tracking and reporting of grants and contribution agreements run through the Office of Applied Research & Graduate Studies. The Program Manager works with all aspects of project development, contract management, management and administration, focusing on the overall progress of projects within the Office. The PM works independently, reporting to the Dean and working collaboratively with Research Managers, Principal and Co-Investigators, supervising the financial aspects of the project team members managing the operational side of projects to insure timely completion of projects that are on budget and meet all deliverables.

The Program Manager manages the project contracts and budget, monitoring and supporting budget-related work of team members, while prepare reporting requirements for each funding agency, and monitoring all financial reports prepared by the Financial Analyst in the Department of Finance and Administration. The PM prepares comprehensive financial projections and other reports for Project Team members and the Dean.

Primary Responsibilities:

Financial Management

- Manages project budgets over multi-years. Monitors monthly reports prepared by the Financial Analyst in Finance, identifies any issues arising in budget management or financial reporting, engages in independent problem-solving, bringing issues and possible resolutions to Team members;
- Identifies unique reporting requirements of each funder and prepares financial reporting to match their requirements;
- Liaises with JIBC Finance staff for quarterly and annual reports for funders as per their reporting requirements;
- Works with the staff to ensure accurate and timely coding and financial data entry;
- Prepares comprehensive financial projections and other reports for team members including monitoring the budgets of the various deliverable components and reporting on over-projection, over-expenditures, under-expenditures;
- Monitors OARGS budget and in collaboration with the Dean and other OARGS personnel, helps prepare variance reports and forecasts.

Project Management

- Helps develop contract and statement of work language, and works with OARGS administration staff to maintain and complete files on the Contract and Project Charter, including the Statement of Work and works with the relevant staff to develop amendment; maintains a record of communication with Technical and Contract Authorities;
- With team members, develops timelines and budgets for deliverables, monitors the development of deliverables against budgets and timelines, engages in independent problem-solving, bringing issues and possible resolutions to Core Team members;
- Works with the Research Coordinator to ensure that all data is tracked, stored adequately and retrievable;
- Prepares quarterly and annual narrative financial and financial reports for Technical Authorities in conjunction with the Research Coordinator.

Human Resource Management:

- Supervises work related to financial tracking performed by members of the research and office teams;
- Helps develop contracts with appropriate TOR including timelines;
- Liaises with Human Resources and with Accounting/ Payroll for all staff and contracts;
- Oversees maintenance of files for all staff hired in collaboration with Human Resources – including application, CV, TOR and/or contract, payroll/ invoices;

Team Support:

- Oversees maintenance of data of all project members including contact information for the full team, funding authorities, internal and external partners, individuals and organizations relevant to knowledge translation and exchange activities;
- Compiles aggregate information on all projects as required for reporting to various Research Surveys.

Qualifications & Requirements:**Academic:**

- Degree in a relevant field, such as a Bachelor of Business of Administration or Commerce with a concentration in an Accounting or a Masters' in Business Administration with an undergraduate degree, combined with relevant work experience;
- CPA (Canada) designation preferred.

Related Experience:

- Minimum five years' experience in overall financial management in increasingly more complex projects or environments, including the management of project funds, development and oversight of project budgets and timelines, development of paper and electronic file systems; project team development, including training of staff in supporting financial tracking and monitoring;
- Experience working in a post-secondary academic institution or a government department engaged in research.
- Direct recent experience with institutional accounting procedures and the development of financial statements and reports, including the ability to oversee non-financial personnel helping processes material related to accounts payable, accounts receivable, payroll time sheets, subcontract and consultant invoices, entering revenue and expenditures into an accounting system and tracking against monthly reports, maintaining in-kind time sheet records, etc.;
- Experience developing complex monthly, quarterly and financial project reports, including financial statements, variance reporting and forecasting;
- Experience with zero-based budgeting an asset.
- Demonstrated experience meeting deadlines and following systematic reporting protocols.

Other Knowledge/Training:

- Proven financial management skills including: developing and implementing project charters, developing monitoring systems and training of personnel to use such systems, and financial management and planning;
- Proficiency with computers, including the use of financial tracking applications, advanced Microsoft Excel, Word, Access, and PowerPoint.
- Strong command of English language for interpreting funding contract clauses and deliverables;
- Proficiency or familiarity with financial management software such as Unit 4;
- Excellent organizational, time management, and communication skills relevant to complex and demanding interdisciplinary projects;
- Ability to exercise initiative, tact, diplomacy and patience in dealing with others.

We offer a total compensation package with a comprehensive benefit plan, which includes Extended Health and Dental Benefits after three months.

Applicants will be required to successfully complete JIBC's accounting test.

Salary Range: \$50,057 to \$55,619 per annum (based on a 21 hour work week – 60% FTE)
(Fair Comparison Job Level L3)

Posting Date: May 28, 2021

Closing Date: June 18, 2021

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #21-29 via email to Human Resources at hr@jibc.ca

Please contact Dr. Ron Bowles, Dean, OARGS, (rbowles@jibc.ca) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

