



## **P2IRC Project Manager**

### **Canada First Research Excellence Fund- Designing Crops for Global Food Security**

**Department:** Global Institute for Food Security

**FTE:** 1.0

**Status:** This is a term position of up to four years.

**Salary Information:** The salary range is \$62,000 - \$98,000 per annum. The starting salary will be commensurate with education and experience.

**Primary Purpose:** To support the P2IRC Program Director in implementation of a multi-disciplinary research program that focuses primarily on accelerating new crop varieties using genomics and phenometrics.

**Nature of Work:** Reporting to the P2IRC Program Director, this position will deliver project management support for the successful implementation and ongoing management of the activities and projects undertaken within the Plant Phenotyping and Research Centre (P2IRC). See <https://p2irc.usask.ca/> for more information regarding P2IRC. An ability to work effectively, both independently and as a team member, and to exercise discretionary decision making is essential. Work occurs in an environment where there is continuous change and growth, shifting and competing priorities, and frequent interruptions. The Project Manager will foster a work atmosphere that is positive, supportive, responsive, and transparent.

#### **Accountabilities:**

##### **Assist in the preparation of funding applications by:**

- Ensuring compliance with Canada First Excellence Research Fund requirements
- Preparation/compilation of the research budget
- Writing and revision of non-scientific texts
- Coordination between researchers
- Coordination and preparation of information required for various application forms such as preparation of tables, graphs, compilations of CVs, letters of co-financing and support, external submissions, etc.

##### **Project management**

- Organize and manage the program's budget
- Provide the program manager with regular budget forecasts and scenarios
- Assist in creating and track research progress (activities, milestones, deliverables) via a Gantt chart, and advise the research chair/team of the progress towards meeting goals
- Identify any significant risks to the program and advise the program manager
- Assist in communications between researchers with involved parties such as funding agencies, academic institutions, government units, and industry
- Provide program communication materials suitable for inclusion in websites, pamphlets, presentations and reports.

- Assist in the generation of reports as required by Tri-Agency or other funding agencies
- Participate (support and advise) in project committee meetings

### **Qualifications**

**Education:** A master's degree in biology, plant science or computer science plus a project management professional (PMP) designation.

**Experience:** A minimum of three to five years of experience working in a complex multi-disciplinary research program.

**Skills:** The Project Manager will be an energetic and highly motivated individual who thrives in a dynamic environment. The following are required for success in this position:

- emotional intelligence
- sound judgment, discretion, diplomacy, and professional integrity;
- exemplary interpersonal and communication skills, both verbal and written;
- effective organizational skills and the acumen to handle complex situations and manage multiple projects with competing deadlines;
- ability to establish and maintain the level of professional relationships that support exceptional collaboration;
- ability to understand several scientific fields
- ability to gather, track, analyze, and present information utilizing advanced features in Microsoft Office, MS Project and Adobe Illustrator
- ability to discuss, understand and advise university researchers on planning, organization, direction and control of science and technology management
- ability to identify issues and then develop and implement creative and outcomes-oriented solutions
- ability to work effectively in a team-oriented and diverse atmosphere;
- ability to work independently; and
- fastidious attention to detail.

*Inquiries regarding this position can be directed to Andrew Sharpe at 306-966-3729*

**Please email your application to: [Monica.Gordon@gifs.ca](mailto:Monica.Gordon@gifs.ca)**