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## **JOB DESCRIPTION**

<b>POSITION NUMBER:</b>	00040011
<b>BUSINESS TITLE:</b>	Research Facilitator
<b>EMPLOYMENT GROUP:</b>	Management&Professional (AAPS)
<b>JOB FAMILY:</b>	Research & Facilitation
<b>JOB CODE:</b>	183701 - Research&Facilitation, Level A
<b>VP/FACULTY:</b>	Faculty of Medicine
<b>DEPARTMENT:</b>	ICORD
<b>PAY GRADE:</b>	5
<b>SALARY LEVEL:</b>	A

## **JOB SUMMARY**

The Research Facilitator provides support for the development and logistics of individual, multidisciplinary and multi-institutional funding applications, and promotes ICORD research through a variety of media.

## **ORGANIZATIONAL STATUS**

ICORD is an interdisciplinary Spinal Cord Injury (SCI) research centre in the Faculty of Medicine. ICORD researchers are based at the Blusson Spinal Cord Centre, UBC Point Grey Campus, Vancouver General Hospital, GF Strong Rehabilitation Centre, and other sites in Greater Vancouver and across Canada.

The Research Facilitator reports to the ICORD Director for grant-related work and to the Communications & Administrative Manager for communications-related work. Works closely with ICORD faculty, staff and trainees. Frequently liaises with the Vancouver Coastal Health Research Institute Grants Facilitator. Has frequent contact with UBC staff at the Office for Research Services and University Industry Liaison Office, as well as personnel at external granting agencies.

## **WORK PERFORMED**

- Provides pre-application support to ICORD faculty, staff and trainees for research funding programs of provincial, national and international granting agencies, including:
- Regularly scanning for SCI-related funding opportunities at national and international granting agencies; providing information about grant programs and deadlines to ICORD researchers;
- assisting with the preparation of letters of intent, proposals, budgets, CVs and other material
- reviewing, editing, proof reading and formatting applications; writing lay summaries and providing suggestions to strengthen applications
- coordinating and facilitating submissions to funding agencies
- Develops, implements and oversees a process for internal review of grant applications, including identifying appropriate review committee members, ensures the application packages are completed and distributed in advance of meetings, attending meetings, recording feedback and providing feedback to applicants.
- In collaboration with the Communications & Admin Manager, promotes ICORD research through a variety of media by researching, writing, editing and proofing reports, research lay summaries, news stories and media releases, web site and social media postings.
- Assists with the organization and promotion of research-related events such as the ICORD Annual Research Meeting, Lunch & Learn, and Caf   Scientifique evenings
- Responsible for the production of The Blusson Buzz weekly electronic newsletter, including writing articles; soliciting, compiling and editing content; typesetting and designing; distributing by email; and tracking readership;
- Performs other duties from time to time as required

## **CONSEQUENCE OF ERROR**

The Research Facilitator will work in close collaboration with the researchers at ICORD. Errors in performance of the above-related duties could have a significant impact on the effectiveness of funding applications and the financial status of the Department. Inappropriate judgment could result in loss of potential research and/or infrastructure opportunities, or damage to ICORD's reputation.

## **SUPERVISION RECEIVED**

Under the general direction of the ICORD Director and Communications/Admin Manager. Works independently in accordance with established objectives, and exercises initiative and judgment in performing all work-related functions.

## **SUPERVISION GIVEN**

none

## **QUALIFICATIONS**

Undergraduate degree in a relevant discipline. Master Degree Preferred Minimum of two years experience or the equivalent combination of education and experience. - Excellent interpersonal, organizational, and problem-solving skills, including

- Ability to multi-task a range of complex projects to meet the required deadlines
- Ability to work under pressure and handle frequent interruptions
- Ability to work extended hours to meet required deadlines

- Ability to work in independently as well as in team situations with a variety of personality types
- Exceptional English verbal and written communication skills, including
- Ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader
- Good critical review and substantive editing skills
- Excellent writing, copy-editing and proof-reading skills
- Knowledge of granting agency requirements and application procedures an asset
- Experience and demonstrated ability in using word processing, database, and Internet applications and tools