

Manager of Programs

The Organization

Brain Canada plays a unique and invaluable role as the national convenor of those who support and advance brain research. Brain Canada's main areas of focus are fundraising, granting and strengthening the brain research community. A greater understanding of how the brain works will contribute to the prevention, diagnosis, treatment and cure of disorder of the brain, thereby improving the health outcomes of Canadians. Brain Canada administers the \$240,000,000 Canada Brain Research Fund, an innovative partnership supported by Health Canada and scores of partners and funders. For more information, see braincanada.ca

Position Summary

In close collaboration with other staff, the Manager of Research Programs manages the administration of research, platform, capacity-development and knowledge translation grants that advance Brain Canada's mission. This includes launching competitions, coordinating the peer review process and administering grants. Located in Montreal, he/she reports to the Chief Operating Officer.

Responsibilities

- Manages the preparation, launching and administration of Requests for Applications, including:
 - drafting the administrative content and incorporating the scientific content into the RFAs, working in collaboration with colleagues and with partners as necessary to come to agreement;
 - ensuring the RFAs are available on Brain Canada's grant management system and are distributed widely in a manner that reaches the target audience;
 - ensuring applicants receive appropriate instructions, support and answers to questions.
- Manages the peer review process, including:
 - maintaining a database of potential reviewers and chairs; soliciting and coordinating input;
 - provide suggestions to the colleague responsible for identifying reviewers and chairs;
 - ensuring the reviewers and chairs are well briefed and supported;
 - ensuring the logistics of the review meetings are well prepared and executed
 - ensuring the panel reports are well documented.
- Manages the notifications of conditional award, including:

- ensuring relevant policies are followed, and contribute to their development;
 - coordinating with colleagues and, as appropriate, partners, on notifications.
- Coordinates the Program Team's role in grant administration, including:
 - coordinating the development and implementation of appropriate policies, procedures and systems;
 - coordinating between the Program, Finance and Legal Teams on the creation and amendment of collaboration, funding and grant agreements;
 - ensuring funded grants are tracked and reports produced;
 - coordinating the development and implementation of grant reporting templates, overseeing the system for collecting the reports;
 - attesting that scientific and financial reviews of progress reports by colleagues respect policy and that based on the conclusions of these reviews, authorizing grant payments.
- Ensures program data collection and information management systems meet the requirements of Brain Canada, government and others, including:
 - overseeing the grant management system, including ensuring it meets the needs of Brain Canada, applicants and reviewers;
 - developing a full working knowledge of the grants management system and other information management systems used by Brain Canada.
- Oversees the development of a national contact list and targeted lists for specific competitions (with input from colleagues), to announce competitions and for other Brain Canada communications.
- Contributes to the development and implementation of communications on Brain Canada's grants to the scientific community, funders, partners, government and the public, including:
 - contributing to the preparation of reports for donor stewardship.
- Manage the preparation of program content of government reports.
- Supervises the Coordinator, Research Programs.
- Manages the portions of the Program Team budget related to his/her areas of responsibility, ensuring expenditures are in Brain Canada's interest and represent good value.
- Collaborates with colleagues on supporting the Science Advisory Council, the Board's Research Policy Committee, and other groups as requested.
- Assists when requested with networking, partnership development and profile building.
- Maintains familiarity with the work of Program Team members to replace any of them temporarily if needed.
- Other duties as assigned.

Qualifications

- Experience and proven expertise in process and project management.
- Experience working in a research funding organization or in an administrative capacity in a research performing organization, and knowledge of all aspects of the mechanics of running a research competition, including the peer review process.

- Research experience in the neurosciences, mental health or a related biomedical, social or behavioural area, with a relevant science degree, ideally at the graduate level, is an asset.
- Good broad knowledge of the methods, approaches and limitations of research.
- Understanding of the regulatory and ethical requirements for research.
- An appreciation for and understanding of the roles that biomedical, clinical, translational, health services, and population health research together play in moving research discovery to products, practices, and policies that improve the lives of Canadians.

Key skills and attitudes

- Mastery of database, project management and office software;
- 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 in English, with French an asset
 - ability to create clear policies, requests for applications, and responses to enquiries;
 - ability to communicate brain 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;
- Ability to work outside normal office hours on occasion, and to travel nationally and internationally.

Priority will be given to candidates that can work in both official languages.

Brain Canada is an equal opportunity employer that offers a dynamic work environment and attractive compensation and benefits. To apply for an open position, please send your cover letter and resume to careers@braincanada.ca. We thank you for your interest in joining our team. That being said, only those selected for an interview will be contacted.

Candidates are encouraged to apply promptly as they will be considered on a rolling basis until the position is filled.