Faculty/Portfolio:Faculty of Medicine & Dentistry

Unit: Dept. of Obstetrics & Gynecology

Position Title: Program Administrator

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

This position is a combined Administrator for AHFMR Interdisciplinary Team in Pre-term Birth and

Healthy Outcomes (PreHOT) and CIHR Strategic Training Initiative in Maternal-Fetal-Newborn Health (MFN Health or Program). The PreHOT interdisciplinary team is composed of 21 investigators from the three Alberta research universities (Alberta, Calgary and Lethbridge), University of Toronto, University of Western Australia and the Albert Einstein College of Medicine (NYC). This $5 million program is just getting started as funding was initiated in May 2008 and goes to 2013 with the possibility of renewal for another five years. The MFN Health training program comprises 33 investigators from the Universities of Alberta, Calgary and Manitoba. These individuals represent 12 disciplines and all four health science pillars. This is a well-established and successful training program with an excellent record of success. It is funded ($1.9 million) from April 2003 to March 2009, and a well-coordinated renewal effort is underway for another 6 years' funding.

The Trust Administrator will work at a highly independent level. Initially all precedent setting

decisions will be taken in consultation with the principal investigator(s), with the aim to develop and

demonstrate a greater degree of independent judgement and input towards the research project.

RESPONSIBILITIES/ACTIVITIES

* Provide managerial leadership through business and administrative practices to a large scope research project that includes significant interaction, involvement and collaboration with other academic institutions and external partners. Work within a team environment that encompasses multidisciplinary partners (internal and external) and multiple academic institutions.
* Build and maintain relationships with internal and external networks and partners.
* Provide financial management to the research project including the allocation and control of research project funds to ensure optimum use of financial resources; budget and expenditure forecasting and critical path analysis, variance explanations.
* Prepare and submit financial and administrative reports for funders and key stakeholders as required.
* Provide administrative advice to the research project on the application of University (Edmonton/Calgary/Lethbridge) programs and policies.
* Provide human resource management to the research project including payroll, human relations (hiring personnel, coordinating recruitment of senior faculty to endowed Chairs or competitive salary opportunities, recruitment of post-doctoral fellows and graduate students) and act as a liaison with centralized HR services at respective research universities involved in the project.
* Develop internal operating procedures and practices for the efficient start-up of the team.
* Negotiate multiple data agreements and navigate team investigators through ethics applications, reviews and standards in collaboration with the Principal Investigators.
* Administrate all committee activity related to the interdisciplinary team (IT) and training program (TP) including agenda development, document and follow through on all committee discussion (Steering Committee & Final Symposium – IT; Program Advisory Committee, Curriculum Committee & Selections Committee – TP).
* Develop program and agenda for the annual Western Perinatal Research Meeting (approximately 130 delegates) including financial management of budget acquired through preparation of applications for submission to a competitive process, process accounts payable and receivable, record registrations, liaison for the venue, organize invited speakers.
* Allocate acquisition of resources to optimize space availability and capital resources.
* Set the administrative strategic direction for the team project in collaboration with the principal investigators.
* Manage the team’s website ([www.pretermbirthteam.ca](http://www.pretermbirthteam.ca)) and web communications and manage the training program’s website and web communications ([www.ualberta.ca/MFN/](http://www.ualberta.ca/MFN/)).
* Coordinate and facilitate the course “Building Foundations”.
* Develop external communication strategies (website) and communication tools in concert with team members.
* Create all internal team and training program communications.
* Other related administrative duties including management and coordination of research project symposia, conferences and seminars; coordinate multidisciplinary team member travel as required; organize semi-annual competitions for trainee awards; assist in the preparation of grant applications and reports.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

* Baccalaureate degree in health science discipline, business or administration; a combination of relevant work experience and post-secondary education could be considered.
* Knowledge of administrative structures, policies and procedures within the University of Alberta; an understanding and appreciation for collaborative interdisciplinary research is preferred.
* Demonstrated financial management, analysis and reporting skills.
* Demonstrated project management ability.
* Experience in a multidisciplinary team environment.
* A working knowledge of Website management applications preferred.
* Facilitation, negotiation and problem solving skills, and the ability to handle challenging employee and student situations involving human resources, financial or other situations.
* Exceptional written and oral communication skills in order to provide advice and direction, outstanding organizational and interpersonal skills to compliment working in a team environment.
* Proficiency in a Windows platform computer environment and a working knowledge of various programs and information skills, including Microsoft Office applications, PeopleSoft, PISCES, Research Grant reporting, Internet, Web Page applications, e-mail, e-Luminate, etc.
* Willingness to introduce and become involved in emerging electronic communication strategies, e.g. telehealth, Webinar, Skype.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.