

UNIVERSITY MEDICAL GROUP

Position # 642

Department Contact Information

Return Applications to: **Angela MacDonald, University Medical Group**
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Posting Information

Classification:	Manager, Research Operations	Hours of Work:	38.75 hours / week
Department:	Internal Medicine	Wage or Salary:	Competitive
Section:	Managing Director Office	Start Date:	ASAP
Position:	Regular, Full-Time	Probation	6 months
Cover letters along with resumes to be received by: Tuesday, April 29, 2025 at 12:00 p.m.			

Reporting to the Managing Director, Department of Internal Medicine, the incumbent will be responsible for financial and human resource management and oversight for research-related activities in the Department of Internal Medicine. The incumbent supports Geographical Full-Time physicians (GFTs), PhD Scientists, Research Associates, Clinical Assistants and Research Nurses with various research related activities to ensure applicable policies and processes are met and followed.

The successful applicant will have the opportunity to learn and grow within the department.

Representative Duties

MANAGEMENT/ADMINISTRATION

- Provides managerial support to Section Heads, UMFAs and GFT physicians for research operations of the assigned sections. These activities include but are not limited to monthly meetings, assigning resources for grant submission and administration, oversight of research staff and research funding, and other administrative requirements.
- Completes regular reports for researchers including the account/grant type, site, name and funding source (e.g. Canadian Institute of Health Research), start and end dates of contracts, if applicable, opening balances, revenue, expenses, commitments, and closing balances.
- Provides leadership and demonstrates accountability in developing and implementing quality management programs, with the support of the managing director, in the areas of research.
- Develops and updates orientation, policy and procedure manuals as applicable.
- Drafts correspondence, prepares reports, responds to verbal and written enquiries for information and seeks information from internal and external sources as necessary.
- Shares information, best practice and efficiencies with other department managers.
- Management and supervision of Admin team (hiring, performance management, assigning tasks, etc.).

HUMAN RESOURCES

- Follows appropriate recruitment processes for all research staff positions, with emphasis on the required skills and knowledge of each position. Adheres to onboarding policies and procedures for Shared Health and UM new hires.
- Provides sound understanding and advice on policies and procedures related to human resources and applicable policies and procedures of Shared Health, University of Manitoba, (and St. Boniface Hospital, where applicable), as well as each contract governing unionized employees. Rolls out annual vacation planning as per collective agreements.
- Mentors staff and evaluates and promotes further education/training where needed.
- Develops and records comprehensive, accurate job descriptions for positions within each respective section.
- Conducts annual performance appraisals, providing feedback on improvements, strengths and weaknesses, and implements corrective action when necessary.
- Responds to staff performance issues as they arise, and conducts all necessary disciplinary action, ranging from

verbal warnings to terminations.

- Devises and types necessary correspondence with respect to Letter(s) of Offer, for research and support staff, prepares contractual documents, renews appointments as per established policies. Assists out of country UM research staff with immigration/employment requirements, and in the daily activities of the position.
- Manages day-to-day activities of the research support staff to ensure sufficient coverage is maintained during vacation or sick leave.
- Approves timely, accurate payroll reports, in different payroll systems (VIP, University Medical Group (UMG) and SAP) ensuring adherence to all payroll policies and procedures set forth by Shared Health, UMG, UM, (and St. Boniface, where applicable) with minimal corrections.
- Reconciles absence reports, such as Sick Banks, Overtime Banks, and Vacation Banks on a semi-annual basis.

FINANCIAL

- Oversees various research operating and grant funds to ensure appropriate fiscal management.
- Works with the applicable researcher and/or research team on research program needs and develops an appropriate budget to meet those needs.
- Reconciles a variety of invoices, confirming and correcting all errors and submitting to the Accounts Payable departments of Shared Health, UMG, St. Boniface, etc. in a timely and accurate manner.
- Approves all administrative expenditures (within signing authority limitations) or provides explanations to justify expenditure to those with appropriate signing authority when requesting approval.
- Provides general accounting skills and performs processes such as completing cheque requisitions and creating invoices for trust funds, operating budgets.
- Maintains records of expiring grants and employee appointment ends to ensure that monies are spent from the grants and employees continue to be paid.
- Performs reconciliation of Shared Health and University-related reports, Payroll Submission Reports, Monthly Grant Reports and other financial statements using online reports and reporting activities/mechanisms.
- Uses the UM financial systems to monitor and respond to financial inquiries from researchers and/or research teams.

MISCELLANEOUS

- Follows quality improvement practices to enhance workflow including compliance with established policies.
- Creates databases and spreadsheets to increase work efficiencies.
- Provides coverage for other managers, coordinators, and supervisors, as required.
- Liaises with external agencies, regarding invoice payments and staffing requirements.
- Other projects as assigned by the Managing Director.

Qualifications

Minimum Formal Education/Training:

EDUCATION

Completion of a university degree in management, healthcare administration or related discipline, or current enrollment in one of the above programs. A combination of education and experience may be considered.

SPECIAL TRAINING

Demonstrated proficiency in the use of Microsoft Office (Word, Excel, Access) required.

Knowledge of VIP, Aurora, FAST, and SAP Financial systems is an asset.

EXPERIENCE AND SKILLS

- Previous experience in a management or supervisor role required.
- Previous experience in the area of research operations preferred.
- Familiarity with budget development, analysis, and maintenance required.
- Experience with bargaining unit contracts (CUPE, MNU, MAHCP, AESSES, EMAPS) and non-unionized staff is preferred.
- Strong verbal, listening, and written communication skills required.
- Must possess excellent planning, organizational, project- and time-management skills to deal effectively and efficiently with a variety of complex issues.

- Proven track record to work independently and be self-motivated.

Additional Requirements:

- Demonstrating a positive and passionate attitude, a willingness to learn and grow, along with effective interpersonal skills is essential.
- Well organized, detail-oriented, flexible, and committed with the ability to design/streamline administrative processes in an organized, creative and effective manner. Must take initiative and prioritize workload to efficiently address multiple questions or problems in a continuously changing environment.
- Self-motivated and able to work independently and as a team member to meet tight and often competing deadlines.
- Demonstrate strong planning, analytical, problem solving and time management skills.
- Must exercise discretion with sensitive and confidential information.
- Must be able to establish positive working relationships with faculty, university, WRHA/Shared Health and UMG staff.
- Must be able to communicate effectively both verbally and in writing.

The University Medical Group is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact the UMG Business Office at info@universitymedicalgroup.ca or 204-789-3645. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

We thank all who apply and advise that only those selected for further consideration will be contacted.