

Operations Manager (TMIC)

Faculty Of Science

Competition No. - **A104840764**

Closing Date - **Will remain open until filled.**

The Metabolomics Innovation Centre (TMIC) is Canada's national metabolomics facility. TMIC's nationally distributed laboratories or nodes (four at the University of Alberta, one at the University of Victoria, one at McMaster University and one at McGill University) provide researchers with world-class resources for conducting metabolomics research, including comprehensive testing and analysis facilities, training facilities, carefully-validated experimental protocols, advanced bioinformatics tools and scientific expertise in all aspects of metabolomics research.

TMIC has developed and will continue to build a diverse community of students, faculty and staff who are able to integrate metabolomics into their research programs. TMIC provides training opportunities that allow scientists not only from the University of Alberta, but from around the globe to experience practical learning opportunities. To date, TMIC has trained or hosted more than 40 scientists from 13 countries. TMIC engages a variety of partners in multi-disciplinary fields campus wide, provincially, nationally and internationally.

Reporting to the Associate Dean Research in the Faculty of Science, TMIC's Operations Manager is responsible for providing corporate, partner relations and managerial leadership to ensure the long-term success of TMIC, which includes oversight of administration, research compliance and reporting, TMIC's financial resources and human resources (HR). The Operations Manager is a member of TMIC's Executive Committee and works closely with the TMIC Board of Directors, the Dean of Science and the TMIC Node Leaders. The position is also responsible for building and maintaining links to the broader TMIC user community, currently including 2 major stakeholder funders, the Canada Foundation for Innovation and Genome Canada, 4 TMIC host institutions, and over 200 other funders, clients, collaborators and donors.

Responsibilities

1) Delivery of comprehensive business and strategic plans for the short- and long term success of TMIC and of a sound and effective operational framework for TMIC:

- Financial management including the oversight and monitoring of research program funds to ensure optimal use of financial resources in accordance with sponsor terms and conditions
- Is accountable for human resources management (at TMIC's UofA nodes), including managing a diverse and complex research and administrative staff complement, providing guidance to individual areas and integration of all areas to attain the goals of the research program; liaises with central HR services
- Oversees compliance with University policies and procedures, including research administration, contract management, risk management, identification and management of conflicts of interest and commitment etc.
- In coordination with the Executive Committee and guided by TMIC's budget documents and strategic plans, determines resources (fiscal and human) required for various research projects and allocates resources as required

2) In collaboration with other members of the TMIC Executive Committee, using deep knowledge of research operations, leadership and diplomatic influence, development and implementation of policies and practices framework to ensure optimal network operation:

- Develops strategies, strategic planning documents and policies aligned with organizational goals as approved by the funders and TMIC Board of Directors
- Operationalizes TMIC's strategic plan as approved by TMIC Board of Directors
- Creates and implements processes and management methods to ensure workflow optimization

3) Navigating through a complex governance system reflecting the numerous interest of all the stakeholders, this position ensures the realization of agreed deliverables, such as meeting key performance indicator targets for the facility:

- Monitors and prepares stakeholder reports on progress against key performance indicators, milestones and deliverables
- Ensures TMIC Node Leaders and/or node managers comply with sponsor requirements for project deliverables and reporting

- In collaboration with other members of the TMIC Executive Committee, develops, monitors, evaluates and amends the TMIC Strategic Plan as necessary
- Identifies and assesses internal and external issues that may affect the timely delivery of agreed results and works with TMIC Node Leaders and TMIC central administrative staff on the design and implementation of business and operational plans to address them
- In collaboration with TMIC Node Leaders, provides leadership and guidance to complex projects that involve multiple stakeholders from different sectors
- Monitors research, service and revenue generation outcomes for TMIC
- Develops performance metrics to monitor and control success of various TMIC research programs and initiatives
- In collaboration with other members of the TMIC Executive Committee, identifies and builds the operations team required to fully implement TMIC's objectives

4) Provision of leadership to ensure efficient and effective management of the Network's administration and operations by reducing project turnaround time and personnel turnover and improving communications and engagement with the Board and the network:

- Provides expert support to Node Leaders, Managers and research staff on key operational issues, team staffing, resourcing and management, effectiveness, business and research operations and policies and procedures
- In collaboration with other members of the TMIC Executive Committee, develops and implements management and business operation training and coaching initiatives for Node Leaders, central administration staff and research staff promoting project management approaches and best practices customized to research initiatives
- In collaboration with the TMIC Executive Committee, makes decisions on the allocation of resources (fiscal and human) required for various research and service centre projects; also manages issues related to facility and space allocation, including managing purchasing approvals and acting as an internal financial control where required
- Based on directions approved by the funders and the TMIC Board of Directors, oversees the operational framework and budget
- Direct supervision of the TMIC central administrative unit; guidance and oversight of the overall network administrative staff
- Responsible for the review of the nodes with the Node Leaders based on the guidance of the TMIC Executive Committee and the Associate Dean of Research
- In collaboration with other members of the TMIC Executive Committee, provides oversight of facilities and human and fiscal resources to ensure optimal use amongst the nodes, liaises with TMIC staff and determines resources required and manages issues related to facility and space allocation

5) Oversight of outreach, communication, and collaboration initiatives targeting the user communities of over 200 stakeholders in order to build and foster new relationships:

- Delivers on reporting requirements to major stakeholders including annual reports on operational deliverables and key performance indicators to CFI and semi-annual reports to Genome Canada
- Provides templates and collates and edits various reports from Node Leaders or Node Managers including operational reports and reports on research deliverables of the facility
- Collects, collates and analyzes metrics for service revenue and reports on trends in client types, economic sectors and types of services by node
- Collects, collates and analyzes metrics on node performance as part of the node review process, including key performance indicators, scientific and service performance, milestone achievements and deliverables
- In collaboration with other members of the TMIC Executive Committee, develops and implements node performance review processes and reports to the TMIC Board of Director

Knowledge, Skills & Abilities

- Graduate degree/PhD in biology, biochemistry, chemistry or a related field would be desirable; minimum graduate degree
- Complement of a business degree or accounting experience
- Superior leadership skills necessary for training and supervising TMIC personnel as demonstrated by a minimum of 5 years' experience managing large, complex research projects
- An appreciation of science and scientific enterprises
- Strong business acumen
- Proven diplomatic skills

- Ability to manage effectively in constant ambiguity
- Excellent motivator and enthusiastic team leader
- Comfortable in coping with constant pressure and owning numerous objectives to achieve
- Strong project management skills and a proven ability to meet multiple deadlines and balance numerous projects while maintaining a perspective on long-term goals
- Experience with financial management of research projects
- Excellent knowledge of funding agencies' requirements as they relate to the post-secondary environment (ideal if experience with Canada Foundation for Innovation or other federal granting agencies)
- Superior writing and verbal communication skills, including an ability to conceptually understand the research work of the project and report on it to a variety of stakeholders, including partners, funders and the public
- Exceptional interpersonal and communication skills to coordinate with activities and objectives between staff and collaborators Knowledge of current University of Alberta policies and procedures

How to Apply

Apply Online

Note: Online applications are accepted until midnight MST of the closing date.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.