

DRAFT – December 21, 2017

RESEARCH JOB FAMILY – RESEARCH MANAGEMENT

JOB FAMILY CONCEPT: The Research job family is responsible for all aspects of research related activities by facilitating the dissemination of information through the discovery of new knowledge, techniques, and concepts. The Research job family designs, implements, conducts, interprets research, and performs statistical analysis of data using theoretical, applied, clinical, and translational methods. Research roles serve to perform all aspects of research including but not limited to clinical, operational and technical support, safety, compliance, data collection, lab management, literature review, grant writing and submission, protocol design, writing for publication and dissemination, mentoring students, and design and fabrication of equipment used in research experimentation.

RESEARCH MANAGEMENT

Research Management role provides leadership, direction, coordination and management for research activities and operations. This role is responsible for identifying and securing opportunities to advance programs in accordance with university initiatives. The Research Management role is responsible for the daily operations, staff oversight, strategic and long-rang planning, and financial management and the overall success of a research center/program often as Principal Investigator.

The **Research Management** role is distinguished from the **Researcher** in that it may perform research, but senior level management of research is the primary focus.

The **Researcher Management** role is distinguished from other Management roles by the primary focus on research management.

RESEARCH MANAGEMENT 1

Typical Functions

Provide leadership, management and guidance to a research group or program that is part of a larger research project, an ongoing research study, or multiple smaller projects that may include financial, operational and personnel aspects of research. Oversees development of research designs, data collection methods, and strategies for data management. Responsible for the coordination of logistics. Oversee use of human and animal subjects, compliance, grant management, development of reports and meeting deliverable timetables. Synthesizes research into written reports and scientific writing. Oversees communications and publications. Presents research in scientific, educational or community outreach settings. Supervises staff and provides direction and leadership to staff. May perform research, but performing research is not the focus of the job.

Complexity and Decision Making Authority

Relies on experience and judgment to plan and accomplish goals and meet deadlines.

Knowledge, Skills, and Abilities

Requires extensive subject matter knowledge. Knowledge of contracts, grants, and budget principles. Project management skills.

Education/Experience

Requires a Bachelor's degree in relevant field and 10 years experience, or an equivalent combination of advanced degrees and experience. Experience managing significant projects. Progressively responsible supervisory experience.

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RESEARCH MANAGEMENT 2

Typical Functions

Directs and provides oversight for a major research program/center. Responsible for staffing, compliance, budget and strategic direction of research program. Identifies funding opportunities based on program interests and institutional priorities, develops proposals, and manages team working on proposals and core funding. Oversees the planning and execution of research projects. Identifies and evaluates complementary research interests across institutions and agencies, including future industry trends, government programs, and opportunities with research groups and individuals that can be utilized to effectively position the program/center for future developments. Initiates and cultivates relationships with agencies and industries for the purpose of building of research program. Responsible for communication and interaction with appropriate external agencies. Oversees program communications including publications and reporting to stakeholders. Conducts educational outreach activities. May perform research, but performing research is not the focus of the job. May supervise Research Management staff in addition to other staff.

Complexity and Decision Making Authority

Incumbents act with substantial discretion, balancing several research goals with achieving directives set by the institution's strategy and senior leadership.

Knowledge, Skills, and Abilities

Requires considerable breadth of scientific knowledge and possible depth of knowledge in limited areas. Knowledge of contracts, grants, and budget principles. Knowledge and understanding of implications of decisions and actions on segments of the institution outside one's immediate area.

Education/Experience

Requires a Bachelor's degree in relevant field and 12 years experience, or an advanced degree and 10 years experience. Experience in supervising groups. Proven successes in managing a research group.