



Job Offer

Institution : CERASP – Center of expertise in applied research in the pharmaceutical sciences

Job Title: RESEARCH OFFICER

Reference number : SCI-RE-2021-002

Work Location : Ville St-Laurent

Title of Immediate Supervisor : Sc. Director

Position Status : Permanent Full-time OR part-time

Posting Start Date : 01/10/2022

Posting End Date and Time: 31/10/2022 11:59pm

Salary Scale: based on experience

CERASP adheres to an Equal Access to Employment Program, and invites women, visible minorities, ethnic minorities, aboriginal peoples and persons with disabilities to submit their applications

Description :

Do you have an entrepreneurial spirit? Do you drive projects and love to learn? Is customer service a mission for you? Then maybe you are the person we are looking for? The CERASP, a center of excellence in pharmaceutical innovation, is a Non-Profit organization affiliated to John Abbott College and CEGEP Gerald Godin. We have a mission to develop and support applied research, training and technology transfer related to the discovery, development and evaluation of innovative solutions in the pharmaceutical field. We aim to help Quebec's industry and biopharma, pharmaceutical and cosmetics industry by offering effective and profitable solutions through applied research of the highest level, the development and dissemination of innovative and pioneering technologies in biopharmacy, pharmaceutical technology, pharmaceutical production and digital health, as well as participate in the training of Quebec's future pharmaceutical industry workers.

Reporting to the Scientific Director, you will:

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities:

- 50% - Participates in the conception and application of grants on the behalf of the CERASP and/or CERASP industrial partners. Partners with academic institutions on the behalf of the CERASP to develop and implement broader research programs.
- Responsible for project management tracking, funding applications including CV management, recruitment of partner organizations, and knowledge of translation activities.
- Maintains relationships with external partners and all funding agencies. Assists in developing mechanisms for the continued engagement and collaboration of project partners.
- Performs administrative procedures necessary for the efficient functioning of the research project, both within the CERASP and in interactions with partners and agencies including reporting.

Communication and relationship building

- Develops and implements procedures and controls to enhance the operation and use of funding programs. Proactively manages, with support of the Directors, a grant availability calendar and recommends grants that support the strategic plan of the research center: provides administrative direction regarding goals and objectives related to research activities. Keep abreast of ongoing and new funding opportunities and their eligibility requirements as well as regulations/requirements pertaining to applications or incoming awards
- Assists with the communication of research findings to actors internal and external to the program, including research presentations, articles, websites, and other forms of knowledge translation.
- Collaborates and communicates with team members, including research staff, co-investigators, trainees, and decision-making partners. Oversees organization of and attends regular meetings (in-person and remote) and special events

Provide Pre/Post award administrative management of research grants/contracts/awards

- Promote funding opportunities and report results of competitions in a timely manner;
- Respond promptly and thoroughly to inquiries regarding application development
- Analyze decision results and make recommendations for consideration by senior administrators regarding process changes to improve application success rate
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- Supports the orientation and training of new staff to the research teams, including graduate students, postdoctoral fellows, and research assistants. Prepares and processes relevant documentation and forms. Acts within area of responsibility as advisor to research staff.
- Assists with research activities as needed, including development and submission of ethics protocols, coordinating data collection and fieldwork and reporting, both qualitative and quantitative.
- Relevant experience in applied research and product commercialization in pharmaceutical or related industries

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Other Qualifying Skills and/or Abilities

- Completion of an undergraduate degree is required, with a Master's degree preferred or equivalent related education and experience which provides strong knowledge of an academic research environment. A degree or experience in a field related to applied research and product commercialization in pharmaceutical or related industries is an asset.
- 3-5 years' experience in Research Administration preferably in an Academic/Research Center environment
- Demonstrated ability to evaluate and edit grant proposals and budgets and experience with research agreements and contracts
- Must have exceptional communication (oral and written), analytical, and organizational skills. Poses communication skills, both spoken and written in French and English, able to summarize research results for the public ("lay" results).
- Must have demonstrated attention-to-detail and problem solving and ability to work with confidential information.
- Must have a keen sense of responsibility, ability and confidence to communicate effectively with researchers from a variety of disciplines within research center, partner institutions, government representatives, industry partners and lay public as required.
- Ability to provide written and verbal presentations
- Administration skills are essential, as is the ability to work under pressure, within time constraints and conflicting deadlines and to function in a complex and changing environment is required.
- Highly motivated and have strong administrative and organizational skills as well as a demonstrated ability to evaluate and edit grant proposals and manage the associated extensive administrative requirements.

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- Strong proficiency (at least intermediate level) with a variety of computer software applications including word processing, spreadsheet, and database management is required. Demonstrated ability to work in computerized environment using the Microsoft Office suite (Word, Excel, Powerpoint), citation software, web maintenance applications, videoconference software (Zoom, Teams) and bibliographic databases (e.g., PubMed).
- Previous experience with research grants (e.g., CIHR), using the Common Canadian CV and ResearchNet, and budget preparation/monitoring is an asset
- Previous experience in submitting and managing large research grants is an asset.

Required Tests:

Testing may be required to demonstrate knowledge of:

- English - advanced (oral, comprehension, written)
- French - advanced (oral, comprehension, written)
- Analytical procedure development
- Word (intermediate)
- Excel (intermediate)

To apply, please send your CV and cover letter detailing key experiences related to this posting to info@cerasp.ca mentioning reference number SCI-RE-2021-002

Please note \:

We thank all candidates who submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. We will keep your CV on file for 1 year should a new position open.