The Director, Research is responsible for the development, implementation, and management of strategies and processes pertaining to increasing the research profile for the Faculty of Education. The Director oversees the operations of a research hub that creates an enhanced and multifaceted research experience for faculty and graduate students in the Faculty. The Director develops and oversees a full range of research services, opportunities and resources; develops research education programs for faculty and graduate students; and supports faculty in all aspects of application for funding for research.

DUTIES AND RESPONSIBILITIES

1. **Develops and implements a strategic plan to enhance the research profile by:**
   - identifying and creating new initiatives to assist with engagement in cross-university initiatives, government initiatives (e.g., Ministry of Education), industry initiatives, and wider community engaged initiatives.
   - ensuring the goals of the Associate Dean, Academic and Research, Faculty of Education and the University’s Strategic Research Plan are aligned.
   - increasing visibility of the faculty profile, research news and events, research interests, research grants and publications through various channels of communications such as social media, research e-newsletters, through the use of technology in the Research Hub, and through assistance with the SFU Open Access policy.

2. **Develops and implements a full range of research services, opportunities and resources by:**
   - overseeing the operations of the Research Hub that creates an enhanced and multifaceted Research Experience for faculty and graduate students.
   - developing Research Education Programs for faculty and graduate students including programming for the Research Hub and a research mentoring program for new faculty.
   - identifying opportunities for research and community engagement research projects and partnerships across all three campuses.
   - providing guidance and expertise in the grant application process from new idea generation through to final reports on completed projects.
   - providing advice and guidance on applying best practices in the financial and project management of the post-award funding and other administrative requirements of research grants and projects
   - researching and reporting on the success and failure of applications and providing information to faculty members to support future applications.
   - supporting faculty members in navigating Ethics Approval requirements for their research.
   - providing advice on technical resources available for research (e.g., website development, software support).
   - keeping abreast of local, national, and international funding opportunities, the maintenance of up-to-date information on submission deadlines, changes to policies, application criteria, application forms, and advises faculty, Associate Deans, and the Dean as required.
   - liaising with and provide input to the Associate Vice President and Vice President Research pertaining to the Faculty’s initiatives in conjunction with the University's research plans
   - overseeing and facilitating large-scale external funding applications and facilitating the development of research collaborations and networks external to the Faculty of Education and the University
   - creating and delivering a formal mentoring environment for faculty members.
   - creating and facilitating Social Sciences and Humanities Research Council (SSHRC) proposal writing workshops for graduate students.

3. **Provides leadership to staff by:**
   - establishing roles and responsibilities, developing and implementing training plans, promoting professional development, evaluating performance, preparing and maintaining job descriptions and making hiring decisions.
   - orienting new staff, identifying training and development needs and setting expectations and goals.
   - ensuring that succession planning and cross-training is in place to maintain a continuity of service.
IMPACT OF DECISION MAKING

The Director, Research is responsible for:

- decisions regarding best practices on supporting and communicating research strategies and policies for the Faculty.
- determining the appropriateness of funding sources/agencies for research opportunities.
- approving communications content regarding research for print, web, social and other media communications.
- determining and providing direction as to whom to contact to solicit interest in applying for research grants or contracts.
- hiring, training and supervising continuing and contractual employees and assuming responsibility for performance management and evaluation.

RELATIONSHIPS

Sets objectives necessary for obtaining feedback and assistance. Maintains effective communication. Shares ideas, issues and opportunities with members of personal network. Seeks referrals from other with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Supervisory

Supervises staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training, evaluating performance, approving leaves and training and development, responding to grievances and approving leaves of absence.

QUALIFICATIONS

Master’s degree in Education and five years of related experience in project management that includes the development and writing of successful research papers, grants and/or contracts, financial administration and human resource management, or an equivalent combination of education, training and experience.

Excellent knowledge of grant application procedures and granting agency requirements.

Excellent knowledge of effective communications strategies and technologies.

Good understanding of qualitative and quantitative research methods.

Extensive interdisciplinary knowledge and skills, and ability to understand diverse research grant proposal content.

Excellent organizational, analytical reasoning, problem-solving, and time management skills.

Excellent supervisory, coaching, team management, and mentorship/leadership skills.

Excellent communication (oral and written) and presentation skills.

Excellent interpersonal and intercultural skills.

Proficient in the use of a variety of word processing, database and internet applications and tools.

Ability to maintain strict confidentiality, exercise initiative, diplomacy, and discretionary judgment.