



Position Description

DATE: January 2024

POSITION TITLE:	Research Operations Manager I	CLASSIFICATION:	Exempt
REPORTS TO:	Biostatistician, or Epidemiologist	SUPERVISES:	Potentially multiple direct reports, including research administrative assistants, research assistants, and other positions depending on the project

Summary:

Manages research operations; provides research administrative oversight either as part of a single project or across several studies. Research Operations typically includes multimillion-dollar budget management, accounts payable management, grants management, contracts management, vendor management, and committee management. May supervise non-exempt staff who require considerable supervisory oversight while assigned to various administrative and research tasks. Communicates with internal and external entities regarding intricate business or research-related issues. Works autonomously, follows all operating procedures closely, and displays sound leadership abilities in a group environment.

Duties and Responsibilities:

JCHR does not anticipate that the individual selected for this position will be involved in every duty and responsibility listed here. However, the position will encompass a predominance of these areas.

- Budget management:
 - ◆ Develop, maintain, assess, and forecast budgets involving one or more funding entities.
 - ◆ Weigh budget limitations in decision making; enforce budget conformance.
 - ◆ Make operating decisions in conformance with budget limitations in collaboration with the study lead.
 - ◆ Create detailed budget justification requests.
 - ◆ Continuously monitor budget variances; plan appropriate adjustments.
 - ◆ Manage and track budgets and resources to ensure efforts comply with project/study guidelines.
 - ◆ Create site budgets for protocols.

- Accounts payable:
 - ◆ Approve invoices for payments.
 - ◆ Monitor and control expenses and invoices for multiple studies.
- Contracts management:
 - ◆ Create contracts for consultants, study site institutions, and other entities such as laboratories and vendors.
 - ◆ Negotiate contracts with consultants, study site institutions, and other entities such as laboratories and vendors.
 - ◆ Negotiate contracts for meetings at hotels and other venues.
- Grants management:
 - ◆ Prepare grant applications and budgets.
 - ◆ Write reports for delivery to funding agencies; draft and gather required components.
 - Draft the following reports within the designated reporting period timelines:
 - ◆ Interim narrative
 - ◆ Final narrative
 - ◆ Interim financial
 - ◆ Final financial
 - ◆ Provide requested information to funding agencies.
- Operations management:
 - ◆ Assess personnel for projects by evaluating full-time effort (FTE) allocations.
 - ◆ Plan for future assignments to ensure appropriate FTE funding allocations are maintained.
 - ◆ Oversee standard operating procedures.
- Committee management:
 - ◆ Participate in committee conference calls.
 - ◆ Review, edit, and approve committee agendas for meetings and meeting summaries.
 - ◆ Prepare meeting materials.
- ◆ Supply Accountability
 - ◆ Oversee study supply ordering, distribution, and accountability process.
- ◆ Oversee and manage meeting and event planning and meeting arrangements.

- Supervision:
 - Train employees.
 - Assign work.
 - Evaluate job performance.
 - Monitor, coach, and discipline employees
 - Plan, monitor, and appraise job results.
 - Implement and enforce standards, systems, policies, and procedures.
 - ◆ Act as a secondary for time-sensitive tasks typically completed by direct reports when they are unavailable.
- Manage or complete special projects as needed.

Skills, Knowledge, and Abilities May Include:

- Skills:
 - ◆ Proficiency with Microsoft applications (Word, Excel, Access, Outlook).
 - ◆ Auditing internal financial records and reports.
- Knowledge:
 - ◆ Accounting and financial reporting.
 - ◆ Project management.
- Abilities:
 - ◆ Effectively communicate in multiple media to various audiences.
 - ◆ Manage time to maintain concurrent tasking and conflicting deadlines.
 - ◆ Lead collaborations to successful outcomes.
 - ◆ Supervise direct report while maintaining a significant workload.
 - ◆ Provide administrative guidance within area of responsibility; provide direct training and supervision as needed.
 - ◆ Apply budgetary and fiscal planning techniques within financial constraints.
 - ◆ Multitask, take ownership of tasks, follow tasks through to completion, solve problems, and coordinate the efforts of multiple stakeholders.
 - ◆ Think critically and make routine and important decisions.
 - ◆ Achieve goals while meeting or exceeding deadlines; realize success when confronted with limited resources.
 - ◆ Convey a clear understanding of research operations and administration; converse effectively and confidently with senior leadership, direct reports, and peers.
 - ◆ Influence and direct subordinates; face problems with confidence and assurance.
 - ◆ Acquire and arrange resources to meet goals.

- ◆ Build a strong team to meet performance goals while managing individuals responsible for varied projects and tasks.

Education and Experience:

- Education required: Bachelor's degree in a public health, business, or a related field, or a combination of education and relevant experience.
- Desirable but optional certifications:
 - ◆ Certified Clinical Research Professional
 - ◆ Project Management Professional, Project Management Institute
 - ◆ Certified Research Contract Professional, Model Agreements & Guidelines International
- Skilled in the use of Microsoft Office products.

Work Environment:

This job operates in a professional office environment and/or a work-from home capacity. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.