

THE UNIVERSITY OF BRITISH COLUMBIA

POSITION DESCRIPTION

BUSINESS TITLE: Office Manager
EMPLOYMENT GROUP: Management & Professional (AAPS)
VP/FACULTY: Faculty of Medicine
DEPARTMENT: Centre for Blood Research
Mat Leave Replacement
Aug 1, 2017 – Oct 1, 2018

Job Summary:

The Office Manager is responsible for managing the administrative operations, including human resources, finances and events for the Centre for Blood Research (CBR).

Organizational Status:

The Centre for Blood Research (CBR) is a virtual research institute with 45 associated faculty primarily located at UBC on Point Grey Campus, the BC Cancer Agency and the affiliated teaching hospitals. Headquarters are located at the Life Sciences Centre, where there are 15 research faculty members, and approximately 80 additional staff and students comprised of technicians and postdoctoral, PhD and Masters students.

This position reports directly to and works with the Director of the CBR. This position is the key CBR contact for internal and external personnel and organizations. This position liaises with Human Resources, Finance, Faculty Relations, and Administrative Staff at other CBR-linked institutional Administrative staff.

Work Performed:

- Assesses, develops and implements administrative policies and procedures for the CBR and ensures that they are compliant with UBC policies and procedures.
- Helps set strategic goals for the CBR, providing guidance, advice and consultation on program and policy development, implementation and evaluation.
- Manages human resources functions. Participates in hiring decisions, appointment renewals, disciplining and terminating staff.
- Prepares financial forecasts and helps develop budgets and administer research grants, special and GPO. Reviews financial expense reports and reimbursement claims, ensuring that expenses are allowable.
- Reviews and approves financial paperwork including requisitions, JV, PO, and budget transfers.
- Develops, implements, and evaluates communication and public relations activities for the CBR.
- Prepares reports for the development of research events, programs and projects, and grant renewals.

- Manages the organization and budgets for the CBR Advisory Committee, Steering Committee, the Business meetings and Scientific Reviews and other special events, and provides summary reports. Manages the co-ordination and subsequent evaluation of all CBR events, meetings, workshops, lectures and seminars; coordinates advertising, catering, program outlines, travel arrangements for attendees, and workshop materials.
- Manages documentation processes and procedures. Is responsible for the organization of the administrative records (paper and electronic) and maintains records so that they are accessible and held or culled according to the University's record retention schedules.
- Administers CBR space including the allocation and reassignment of offices, labs and storage spaces, coordinates office and lab renovations and alterations; holds key signing authority and administers security controls.
- Manages the coordination of meetings for the Director, other CBR faculty and staff.
- Represents the CBR at Health and Safety Committee meetings and prepares reports of minutes.
- Investigates, approves for lease and/or purchase of office equipment, computer/communication and office furnishings.
- Manages intake of new staff and students at the CBR in coordination with UBC Human Resources, Managerial Services and LSI Administration.
- Acts as the CBR resource person and liaise with the CBR Hubs/Suites, Finance, Payroll, Human Resources, and the LSI, various University administrative and academic units, ancillary services and external agencies.
- Performs other related duties as required.

Consequence of Error/Judgement:

The work requires a high level of professionalism, tact, discretion and accuracy. Errors in judgment will reflect negatively on the CBR, affiliated departments and personnel and UBC. This could have deleterious effects on the CBR, its fundraising efforts, and its research and education priorities.

Supervision Received:

Reports to the CBR Director and works under limited supervision. Overall objectives are determined in consultation with the Director. Within those guidelines, the Administrator works independently.

Supervision Given:

Responsible for overseeing work of any program assistant(s), study students and temporary and permanent secretarial and clerical staff, including providing ongoing performance feedback.

Qualifications:

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Demonstrated experience in office management. Knowledge of UBC practices, procedures and policies. Knowledge of HRMS, FMS, ePAF, Maintenance Request System, Position Management preferred. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to communicate effectively verbally and in

writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to plan, organize, manage, monitor, complete and evaluate projects within allocated time and resources. Ability to effectively use MS Word, Excel, Powerpoint, and InDesign or an equivalent art program at an intermediate level. Ability to work effectively independently and in a team environment.

HOW TO APPLY

Please submit your resume and cover letter to Dr. Ed Conway ed.conway@ubc.ca by May 19, 2017. The position will stay open until filled.