

**Title: Manager, Regional Office (Moncton)**

**Position Location: Moncton, New Brunswick, Canada**

**This is an indeterminate employment opportunity.**

The position is located within NSERC's (Natural Sciences and Engineering Research Council of Canada) Regional Office in Moncton, New Brunswick, Canada.

**SALARY:** \$77,481 to \$96,851 (Group 10)

**LANGUAGE REQUIREMENTS:** Bilingual Imperative (BBB/BBB)

**WHO CAN APPLY:** NSERC employees, persons residing in Canada and Canadian citizens residing abroad

**CHALLENGE:**

Are you interested in a unique opportunity with NSERC's Atlantic Regional Office? As a vital player in NSERC's regional office initiative, you will work as part of a team to represent NSERC and intensify its presence in the region. The regional office enables the Council to devote more time in the region, understanding the needs and concerns of researchers and students, and participating in the development of projects and opportunities where NSERC can play a role. As leader of the team, you will work on creating and maintaining productive links with other organizations involved in research, innovation, training and the promotion of science.

**Job Summary**

Manages the activities of the Atlantic regional office, as well as, the human, material and financial resources required to operate the office. In support of an overall goal to intensify NSERC's visibility and presence in the Atlantic region, acts as the key NSERC representative with clients and stakeholders, as well as, with federal, provincial and local agencies and medias in the region. Develops strategies to facilitate research partnerships between colleges, universities, industry, and other government agencies involved in science and innovation. Plans, develops and implements communications activities for the regional office. These are aimed at promoting NSERC-funded research and increasing the visibility of NSERC among stakeholders, politicians and the public. Responsible and accountable for ensuring effective and timely communication between the Atlantic regional office and NSERC headquarters on relevant policies issues, trends, and activities.

If this sounds exciting, the following provides the qualifications required from the Manager, Regional Office:

**EDUCATION:**

- A bachelor degree in natural sciences or engineering from a recognized university is required.
- Additional training in research or business administration is an asset.

**EXPERIENCE:**

- Significant work experience in supporting research activities in academe, industry or government
- Experience in the management of professional staff
- Significant experience in dealing with university and industry representatives, officials of federal or provincial governments or agencies, and members of the science or engineering research community

**ADDITIONAL REQUIREMENTS/COMMENTS:**

Qualified NSERC employees will have first priority.

The staffing of this position at a higher classification on a term basis may be considered if the competition is unsuccessful.

Relocation assistance **may** be offered to external candidates.

**CONDITIONS OF EMPLOYMENT:**

- Willingness to relocate to Moncton, New Brunswick, Canada
- Willingness to travel extensively by car/plane
- Possession of a valid driver's license and willingness to drive
- Willingness to occasionally work overtime on weekends and/or evenings

**REFERENCE NUMBER:** NS-06-0710

**CLOSING DATE:** February 17, 2006

**STATEMENT OF QUALIFICATIONS:****KNOWLEDGE:**

- Knowledge of the research and innovation environments in Canadian universities, the private or government sectors
- Specific knowledge of the research, training and innovation environments, and of senior contacts in universities and colleges, private and government organizations in Atlantic Canada
- Knowledge of the policies and practices of federal, provincial, and international research funding organizations
- Knowledge of the financing of research and associated issues
- Knowledge of university policies relating to funding and conducting research

**ABILITIES:**

- Ability to represent NSERC and to discuss its mandate, programs and policies with a wide range of senior stakeholders
- Ability to develop relationships and influence senior officials
- Ability to gather regional intelligence on research, training and innovation, to analyze and synthesize it and to propose creative solutions to make programs and policies better adapted to the regional context

- Ability to work in an unstructured environment and to transform broad objectives into action plans
- Ability to independently resolve problems, interpret policies and make timely decisions under pressure
- Ability to communicate both orally and in writing
- Ability to motivate and manage a small team in a changing environment

**PERSONAL SUITABILITY:**

- Self-motivation, confidence and initiative
- Effective interpersonal skills
- Strong judgement
- High ethical standards
- Flexibility

Your resume must clearly demonstrate that you meet all the requirements.

We thank all those who apply. Only those selected for further consideration will be contacted.

**Send your application by February 17, 2006 to:**

**NSERC (Natural Sciences and Engineering Research Council of Canada)  
Constitution Square, Tower II  
350 Albert Street, P.O. Box 1610  
Ottawa, Ontario K1P 6G4**

**Fax: (613) 943-8675**

**E-mail: [recruiting@nserc.ca](mailto:recruiting@nserc.ca)**

**Quoting Selection Process No.: NS-06-0710**

Candidates must fully demonstrate in their application that they meet all of the above qualifications.

NSERC is committed to developing inclusive, barrier-free recruitment processes and work environments. If contacted regarding this competition, please advise the NSERC officials of any accommodation assistance which must be taken to enable you to be assessed in a fair and equitable manner.

NSERC is an equal opportunity employer and encourages applications from women, members of a visible minority group, Aboriginal people and persons with a disability.

Preference will be given to Canadian citizens and permanent residents.