

## Part Time - Researcher - CIXT Job Description

**Job Summary:** This role supports the management of funded research projects as required by the MCAST Institute of Engineering and Transport. Part Time - Researcher - CIXT will work closely with internal and external stakeholders to manage funded research projects efficiently and effectively from both technical and financial aspects. The Part Time - Researcher - CIXT oversees day-to-day operations including identifying and securing needed resources; creating, implementing, monitoring, and updating project plans; facilitating meetings with appropriate parties; tracking tasks/deliverables to ensure timelines, milestones and/or goals are attained; monitoring and reporting progress as appropriate both internally and externally, and resolving issues in a timely manner. The Part Time - Researcher - CIXT ensures that the assigned funded research projects fully satisfy the conditions set out in the project Grant Agreement during its execution and implementation.

### DUTIES AND RESPONSIBILITIES

#### Technical

- Provides scientific and technical leadership in determining research priorities and planning, designing and executing research projects to ensure that research projects meet specified objectives.
- Plans, develops and implements new processes and protocols to support research studies and maximize/extend study capabilities.
- Oversees the completion of project activities according to set protocols and deadlines.
- Ensures that research protocols are compliant with appropriate rules and regulations and reviews study progress and recommends revisions, amendments, and/or other study changes as necessary to better meet the needs of the funding authorities.
- Reviews scientific literature and evaluates and recommends applicable techniques and procedures.
- Prepares results and may co-author scientific papers for presentation and publication and disseminates information via seminars, lectures, etc.
- Supervise laboratories both in terms of functioning equipment and the process of experimentation.

#### Administrative

- Acts as a mentor to junior research support officers, coordinators, researchers and students.
- Creates data for use in grant submission and develop new proposals for research including obtaining financial support.
- Acts as liaison between supporting agencies and organizations collaborating organizations and/or other research and/or educational institutions.
- Ensure that all study documents associated with current regulatory guidelines, requirements, laws and research protocols are completed in a timely manner.
- Prepare all the required documentation in relation to the implementation of the projects.
- Create and manage a systematic filing of all project data and records in both electronic and hardcopy formats, as necessary.
- Perform other duties as assigned and required by the Principal Investigator of the project and the Institute Director.

### Finance

- Manage research budget under the supervision of the projects' Principal investigator and other relevant research management personnel.
- Manage the procurement of supplies, materials, equipment, and services.

### Vacancy Qualifications & Experience Requirements

- An MQF Level 6 qualification in engineering or a closely related field preferably with a specialization in project management.
- An MQF Level 7 qualification in engineering or a closely related field preferably with a specialization in project management.
- Preference will be given to candidates in possession of qualifications related to electrical and control engineering or computational imaging.

### Other Requirements

- Related academic/research supervision, project management and proposal writing experience would be considered an asset.
- Preference will be given to candidates showing research-based initiatives with published works.