**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Job Title: Administrative Manager, Research | Job Code: 000342 | Grade: 132 |

|  |  |
| --- | --- |
| Department Name: Radiology | FLSA Status: Exempt |

|  |  |
| --- | --- |
| Position Reports To: Sr. Administrative Director of Research Operations | Date Description Created/Revised: N/A |

|  |  |
| --- | --- |
| HR Reviewer: Jenifer Berry | Department Reviewer: Joyce H Ferland |

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed. Please note that this section should be written in a paragraph format and provide a broad description of the role and its purpose as well as the reporting structure.

Reporting directly to the Senior Administrative Director of Research Operations, the Administrative Manager exercises independent judgment and operates with minimal supervision. Radiology is one of the largest research departments at MGH, boasting a $151 million portfolio with approximately 800 active funds, 6 MGB Fee-for-Service Cores, and over 1,200 research staff, including 265 Principal Investigators.

In this role, the incumbent provides guidance and support to various investigators and administrators across all facets of research. Responsibilities encompass human resource management, budgeting, financial management, and pre and post-award research administration. The incumbent also develops, manages, and oversees internal systems.

Leveraging a comprehensive understanding of the Hospital, Harvard Medical School, and sponsor policies and requirements, the incumbent collaborates closely with physicians, scientists, and departmental leadership. An indepth knowledge of current MGB, MGH, NIH, and other research-related policies, procedures, guidelines, and standards is essential.

The position demands a high degree of initiative, discretion, and judgment to organize priorities, complete tasks, and handle confidential information effectively.

PRINCIPAL DUTIES AND RESPONSIBILITIES: In order of importance, list essential areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation. This section should be completed as a bulleted list and explain how the role is performed.

In collaboration with the Sr. Administrative Director of Research, collaborate to refine and optimize departmental business practices, including the creation of management reports, assistance in process enhancements, analyzing fund activity, and establishing best practices within Radiology Research.

Develop and maintain an up-to-date database of specific information pertaining to Radiology Research faculty, staff, non-employees, and Bullfinch temps. This comprehensive data tracking encompasses details such as Primary Degrees, Harvard Academic Rank, Medical School graduation year, space/seating, Manager/PI, and departmental administrator. Currently managed through advanced Excel skills, the role necessitates proficiency in Excel for effective data handling. As part of ongoing improvements, we are actively exploring more efficient methods to streamline and enhance the tracking process in the future.

Facilitate potential research integration within the MGB system under our enterprise radiology umbrella. In the event of such integration, this role will actively contribute to the smooth implementation of associated changes.

Catalyze organizational transformation by facilitating new system rollouts, with a current focus on the upcoming Workday project. As a change agent, actively drive and support implementing innovative systems to optimize operational efficiency and enhance overall workflow.

Mentors jr Radiology Department Administrators

Submit, as required, electronic data change requests for entry into payroll system for reallocation of salary distributions/effort and other PeopleSoft functions.

Assuming the role of UKG timekeeper, manage approximately 50 Research employees in the UKG system.

Actively participate in departmental, Hospital, or system-wide groups and task forces as requested.

Serve as the primary contact for Radiology:

* Provide CPT pricing from Procedure Picker.
* Submit journals as needed.
* Ensure the accuracy and timeliness of monthly submission of Cancer Center journals, playing a pivotal role in these financial processes.

Manage the pre and post-award processes for a small portfolio, stepping in to assist with proposal submissions when necessary, and seamlessly transitioning to portfolio management during staff shortages or prolonged absences as required. This involves:

Pre-Award

* Assist PIs in the preparation of grant applications to external funding agencies.
* Serve as resource on grant application preparation and management.
* Interacts with PI and Research Management in the Insight proposal submission process; upload all required documents; respond to Research Management questions and concerns.
* Compile JIT documents, IRB, IACUC and Other Support pages.
* Identify potential budget, procedural, and/or policy issues affecting grant submissions and work with investigators to resolve issues.
* Interact with MGB Clinical Trials Office, MGB Research Innovations, and industry sponsors to facilitate fully executed agreements.
* Ensure proposal compliance with Hospital and grantor policies and procedures, as well as those of sub-contracting institutions.

Post Award

* Work with Research Management to ensure that new awards are set up properly and in a timely manner.
* Review notice of awards (NOA) for sponsor terms and conditions and communicate to the PI any special terms and conditions.
* Collaborate with Radiology Research Administration in establishing and monitoring active funds and terminating expired funds.
* Monitor expenditures and assures budgetary compliance.
* Process cost transfers and salary redistributions; work with PIs and DA’s to avoid the need for cost transfers and salary redistributions.
* Provide monthly fund updates to investigators.
* Analyze cash flow to prevent deficit spending working with PIs to prevent projected over expenditures, and resolve deficit situations.
* Advise PI on allowable and unallowable expenditures on sponsored projects and other funds.
* Monitor cash flow for each fund.
* Issue invoices to sponsors and facilitates cash collection.
* Communicate with Accounts Payable, Research Finance, and other departments as needed for resolution of errors that are identified.
* Monitor all sponsored projects for compliance issues.
* Work with PIs to identify in a timely manner, budget variations, trends, issues, etc.
* Assist PIs as needed with completing progress reports, carry forward, and other requests to Sponsor.
* Collaborate with PIs and ADs, and complete all information report requests from research management, including quarterly reports, audit requests, budget changes, etc.
* Advise PIs and designee on processes, such as: travel reimbursements, purchase order requisitions, check requests, etc.
* Maintain knowledge of contract deliverables and milestones for assigned study agreements.
* Review and approve FSR/ FFR and final invoices.
* Work with PIs, ADs, and Research Management on closeout grants/contracts at end of award period.

SKILLS & COMPETENCIES REQUIRED: This section should be a bulleted list of minimum requirements explaining the skills (what the individual is trained for) and competencies (measurable as defined by the job) necessary to perform the job.

* Microsoft Excel: Demonstrated proficiency in Microsoft Excel is essential for this role, as it is pivotal in various aspects of the position. The ability to effectively utilize Excel for data analysis, financial reporting, and project management is crucial. Strong Excel skills, including advanced functions and data manipulation techniques, are highly valued, as they contribute significantly to the accuracy, efficiency, and strategic decision-making processes within the scope of this position.
* Time Management: Exceptional organizational skills and ability to organize time and priorities. effectively, asking for direction when appropriate. Flexibility to handle multiple tasks and deadline pressures.
* Quality Assurance: Skills to work efficiently and effectively and strives to do so in all aspects of position. Ability to engender these skills among staff.
* Personnel Management: Ability to skillfully handle issues of sensitive nature with respect to confidentiality, abiding by institutional guidelines. Ability to provide support, direction and development to staff.
* Leadership: Ability to identify issues/projects and initiates plans to address; Demonstrates forthrightness and integrity.
* Fiscal Responsibility: Effective financial and analytical skills, including budget development, grant and contract management. Ability to ensure timely submission and review of budgets and performance evaluations.
* Discretion and Confidentiality: Ability to handle sensitive and confidential matters discreetly and to ensure confidentiality guidelines are maintained by staff.
* Analytical Skills: Ability to conceptualize and conduct complex analysis (financial and operational).
* Critical Thinking/Decision Making: Ability to appropriately evaluate all aspects of a situation and to independently make appropriate and timely decisions.
* Interpersonal/communication: Excellent interpersonal/communications skills and a good command of English language, including medical and scientific terminology.
* Information Systems/Technology Skills: Exceptional computer skills (including operating systems, word processing, database, electronic mail, Internet, and spreadsheets).

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS: Specify minimum credentials and clearly indicate if required or preferred.

Not Applicable

EDUCATION: Check boxes that best describe the minimum and preferred education requirements.

|  |  |
| --- | --- |
| **Minimum Required:**  High school diploma, GED or equivalent  Certificate : Please specify  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree  None required | **Preferred:**  High school diploma, GED or equivalent  Certificate : Please specify  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree |

EXPERIENCE: Indicate the required and preferred (optional)amount and type of experience.

Required:

* 5 years of directly related experience
* Strong Excel skills, including advanced functions and data manipulation techniques
* Research Pre- and Post-Award grant management required

SUPERVISORY RESPONSIBILITY (authority to hire, promote, or terminate): Indicate supervisory “scope” and list the number of employees supervised.

Direct: N/A

Indirect:

* Multiple research administrators throughout the Radiology division
* Professional Staff Supported: All Radiology research MDs, PhDs, and research fellows.
* Non-Employees: All weekly and non-employees on PeopleSoft tree

FISCAL RESPONSIBILITY: Indicate financial “scope” information, e.g. size of budget, volume, revenue, etc.

Radiology is one of the largest Research departments at MGH. Fiscal research activity for Year End FY22 was $151 million, which has about 800 active funds, 6 Partners Fee-for-Service Cores, and over 1,200 research staff, including 246 PIs, and 200 Post Docs.

WORKING CONDITIONS: Describe the conditions in which the work is performed. Use this section to detail any physical requirements for the position (lifting, carrying, etc). Use this section to also detail any environmental conditions associated with the position (outdoor weather requirements, hazardous materials, etc).

*The information contained in this document is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of individuals so classified.*

Job Posting (optional): Use this section to indicate preferred text when posting this job on the careers page. This section should not be a copy of all that is written above but rather a condensed version highlighting the important points.