JOB POSTING - TEMPLATES

Instructions:

1. Please select one of the templates below and update the template **using tracking changes**.
2. Please ensure you complete all 3 sections 1) Introduction, 2) Duties & Responsibilities 3) Qualifications.
3. Please note certain details (e.g., education requirements can not be changed from the template)
4. Please note that some items highlighted in red may need further customization depending on the type of research. You may also need to customize other items not highlighted in red as well; please do so using track changes.

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**Research Assistant I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Assistant I**. This position provides organization and administrative support to research projects at a basic level. Tasks may include collecting and recording data, limited processing of data, basic laboratory procedures (if applicable), screening of study participants (if applicable), labeling and shipping samples and study related material.

**Duties & Responsibilities:**

* Performing general office duties e.g. filing, faxing, mailings, courier services, photocopying, etc.
* Ordering supplies and maintaining inventory
* Organizing office space
* Conducting literature searches; retrieve articles from library
* Interacting with hospital departments such as pharmacy, various laboratories, etc.
* Preparing routine media, solutions and reagents
* Performing well-defined, routine or repetitive tests, experiments, or other procedures
* Update monitoring logs ie. –70 freezer logs, sample storage logs, etc.
* Collecting, transcription and entry of study related data
* Maintain, prepare and update website material

**Qualifications:**

* Basic computer skills, particularly database, spreadsheet and word processing
* Demonstrated knowledge of medical and scientific terminology
* Progressively responsible experience in a clerical position
* Excellent communication (verbal/written) and interpersonal skills are necessary
* Ability to work independently and as part of a team
* Excellent attention to detail and proven ability to learn new skills
* Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to changing workload
* Able to keep written records
* Able to understand written and verbal directions

**Research Assistant II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Assistant II**. This position provides non-technical assistance, organization and administrative support to research projects at a basic level. Tasks may include collecting and recording data, limited processing of data, basic laboratory procedures, interviewing/screening of study participants, labeling and shipping samples and study related material.

**Duties & Responsibilities:**

* General office duties e.g. filing, faxing, mailings, courier services, photocopying, etc.
* Ordering supplies and maintaining inventory
* Literature searches
* Interacting with numerous departments such as pharmacy, various laboratories, printing and medical records
* Interacting with sponsoring/granting firms/agencies regarding requests for clarifications of data and assisting monitors during site visits
* Preparing routine media, solutions and reagents
* Performing well-defined, routine or repetitive tests, experiments, or other procedures
* Updating lab licenses for all laboratories used within a trial
* Update monitoring logs i.e. –70 freezer logs, sample storage logs, etc.
* Collection, transcription and entry of study related data
* Limited processing of data
* Telephone subjects to confirm appointments or follow-up on study requirements
* Obtain informed consent for questionnaire-based research
* Explain questionnaires and arrange for subjects
* Conduct telephone interviews
* Conduct health chart reviews

**Qualifications:**

* Graduate of community college or relevant experience
* Strong computer skills, particularly database, spreadsheet and word processing
* Demonstrated knowledge of medical and scientific terminology
* Excellent communication (verbal/written) and interpersonal skills are necessary
* Ability to work independently and as part of a team
* Excellent attention to detail and proven ability to learn new skills
* Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to changing workload
* Able to keep written records
* Able to understand written and verbal directions

**Research Coordinator I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator I**. This position performs research activities involving project design, collecting, summarizing or analyzing data. Tasks may include assisting in study administration, adhering to research protocol and working with the study coordinator to carry out various aspects of conducting a clinical trial.

**Duties & Responsibilities:**

* Assisting in setting project goals
* General office duties e.g. filing, faxing, mailings, courier services, photocopying, etc.
* Ordering supplies and maintaining inventory
* Collection, transcription and entry of study related data
* Limited processing of data
* Conducting literature searches
* Interacting with various departments such as pharmacy, laboratories, medical records, etc.
* Present research related information, including written study reports when necessary
* Represent St. Michael’s Hospital at protocol development and study initiation meetings
* Design of all source documents, patient education materials, etc.
* Coordinating ongoing laboratory, pharmacy, etc. activities pertaining to study
* Assisting Investigators in the interpretation and implementation of study protocols
* Assisting Investigators in the initiation of new research
* Interacting with sponsoring agencies regarding requests for clarifications of data and/or assisting monitors during site visits
* Collecting data via phone calls, interviews
* Screening data for study inclusion according to protocol

**Qualifications:**

* Minimum of Bachelor’s degree in health science field, however Master preferred
* Excellent attention to detail and proven ability to learn new skills.
* Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* Professionalism and self-motivation
* Good personal and program time/detail management skills
* Able to work independently and as part of a team
* As applicable, knowledge of anatomy, physiology, pharmacology, GCP (HPB, FDA) regulation and guidelines, laboratory and diagnostic testing, health record analysis,
* Excellent computer skills including Word Perfect, Word, Excel, Powerpoint, Internet, database and statistical software

**Research Coordinator II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator II**. In this position the individual will perform research activities involving project design, and collecting, summarizing or analyzing data. Other tasks could include assisting with study administration, adhering to research protocol and working with the study coordinator/Investigator to carry out various aspects of conducting a clinical trial.

**Duties & Responsibilities:**

* Overseeing the collection and transcription of study-related data and/or reviewing data
* Assisting investigators in the initiation of new research
* Assisting investigator in the interpretation and implementation of study protocols
* Preparing REB submissions relative to the initiation and conduct of individual studies
* Designing consent forms and revisions
* Represent St. Michael’s Hospital at protocol development and study initiation meetings
* Conducting interviews with research participants using standardized questionnaires
* Collecting data via phone calls, interviews
* Administration of the Letter of Information and Consent Form to study participants
* educating participants as required re: treatment schedule and/or the use of data collection tools
* Overseeing the ongoing collection, tabulation and analysis of study related data and ongoing review and development of study databases
* Ensuring appropriate regulations are adhered to in the conduct of research
* Present research related information including written study reports where necessary

**Qualifications**

* Minimum Bachelor’s Degree in Health Science field (preferably with 5 years related research experience preferably Master’s Degree (with 3 years related research experience
* Excellent attention to detail and proven ability to learn new skills.
* Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* Professionalism and self-motivation
* Good personal and program time/detail management skills
* Able to work independently and as part of a team

**Research Coordinator III**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator III.** In this position the individual will perform research activities involving project design, collecting, summarizing or analyzing data. They may assist in study administration. This position requires the ability to adhere to research protocol and work with the Investigator to carry out various aspects of conducting a clinical trial.

**Duties & Responsibilities:**

* Instructing new research staff and provide ongoing updates in issues related to various research guidelines and regulations (e.g. Health Canada, GCP, FDA, etc.)
* Assisting the PI in setting project goals
* Drafting and developing the initial research protocols
* Designing and pre-testing data collection forms
* Analyzing data and drawing conclusions
* Preparing portions of research papers for publication or presentation
* Adapting research findings to the development of new research studies
* Responsible for training and supervision of Research Assistants and/or Coordinators
* Statistical analysis planning, execution and interpretation
* Reviewing and analyzing scientific data
* Developing and implementing policies, procedures and standards relative to all aspects of the research study program including clinical research
* Chair research group meetings
* Adhere to SOPs for clinical research
* Managing all aspects of the project funds, purchases of equipment
* Developing and/or authorizing research study budgets and payment schedules
* Generation of personnel and payroll reports
* Responsible for coordinating the research grant process

**Qualifications**

* Minimum Master’s Degree in Science
* Minimum 5 years research or research coordinator background experience
* Previous experience in epidemiology, protocol development, preparation of manuscripts and data presentation is preferred
* Excellent attention to detail and proven ability to learn new skills
* Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload
* Professionalism and self-motivation
* Good personal and program time/detail management skills
* Able to work independently and as part of a team

**Research Technician I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a Research Technician I. This position performs laboratory-based research activities involving performance of laboratory research tests, experiments, techniques and procedures and assisting in study administration.

**Duties & Responsibilities:**

* General office duties e.g. filing, faxing, mailings, courier services, photocopying, etc.
* Ordering supplies and maintaining inventory
* Limited processing of data
* Routine organization and maintenance of laboratory space
* Literature searches
* Collection, transcription and entry of study related data
* Update lab licenses for all laboratories used within a study
* Update monitoring logs i.e. – 70 freezer logs, sample storage logs, etc.
* Interact with numerous hospital departments such as pharmacy, various laboratories, printing and medical records
* Preparing routine media, solutions and reagents
* Doing routine assays following prescribed methods
* Perform well-defined, routine or repetitive tests, experiments, or other procedures

**Qualifications:**

* Graduate of community college with relevant experience
* Basic computer skills, particularly database, spreadsheet and word processing
* Demonstrated knowledge of medical and scientific terminology preferred
* Excellent communication (verbal/written) and interpersonal skills are necessary.
* Ability to work independently and as part of a team.
* Excellent attention to detail and proven ability to learn new skills.
* Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to changing workload.
* Able to understand written and verbal directions

**Research Technician II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a Research Technician I. This position performs laboratory-based research activities involving performance of laboratory research tests, experiments, techniques and procedures. This position requires the ability to adhere to research protocol and work with the Investigator to carry out various aspects of the research study.

**Duties & Responsibilities:**

* Designing all source documents, study materials, etc.
* Submission of safety reports to the ACC within a timely manner
* Representing the hospital at protocol development and study initiation meetings
* Presenting research related information, including written study reports when necessary
* interacting with sponsoring/granting firms/agencies regarding requests for clarifications of data and responds to inquiries regarding results and interpretation
* Performing routine maintenance, calibration and troubleshooting on laboratory instruments
* monitoring and prioritizing workflow to ensure accurate and timely reporting of results
* monitoring inventory and orders supplies as required
* Animal handling and restraint
* Animal blood sampling and injections
* Rodent anesthesia monitoring and surgical nursing

**Qualifications:**

* Bachelor’s Degree and 1 Year related experience
* Demonstrated knowledge of medical and scientific terminology preferred
* Excellent attention to detail and proven ability to learn new skills
* Excellent communication (verbal/written) and interpersonal skills are necessary
* Ability to work independently and as part of a team
* Excellent attention to detail and proven ability to learn new skills
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload

**Research Technician III**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Technician III**. This position performs laboratory-based research activities involving performance of laboratory research tests, experiments, techniques and procedures. Position requires the ability to adhere to research protocol and work with the Investigator to carry out various aspects of the research study and study administration.

**Duties & Responsibilities:**

* Prepare animal care committee submissions relative to the initiation and conduct of individual studies
* Assisting investigators in the initiation of new research
* Presenting research related information, including written study reports when necessary
* Instructing new research staff and provide ongoing updates in issues related to procedure guidelines and regulations
* Performing routine maintenance, calibration and troubleshooting on laboratory instruments
* Participating in evaluation of instrumentation and methodologies
* Participating in technical research and development activities
* Ensuring adequate quality control by setting standards, monitoring quality control results and instituting appropriate steps to maintain standards
* Collecting, interpreting data and preparing statistical reports
* Non-rodent anesthesia monitoring and surgical nursing

 **Qualifications:**

* Minimum Bachelor’s Degree, Masters Degree preferred
* 3 years related experience with Masters Degree, 5 years with Bachelor’s Degree
* Excellent communication (verbal/written) and interpersonal skills are necessary.
* Capable of independent interpretation of study related data
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.

**Research Technician IV**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Technician IV**. This position performs laboratory-based research activities involving performance of laboratory research tests, experiments, techniques and procedures. Position requires the ability to adhere to research protocol and work with the Investigator to carry out various aspects of the research study and assist with study administration

**Duties & Responsibilities:**

* Responsible for the coordination of the research grant process
* Developing and/or authorizing research study budgets and payment schedules
* Responsible for the generation of employment and payroll reports
* Preparing staffing schedules and maintaining efficient and optimal staffing levels (including daily, vacation, and sick time coverage)
* Responsible for training and supervision of Research Assistants and/or technicians
* Preparing statistical analysis planning, execution and interpretation
* Performing routine maintenance, calibration and troubleshooting on laboratory instruments
* Initiating and developing research proposals and protocols
* Participating in laboratory strategic planning
* Conducting administrative and technical research and contributes to professional publications, presentations, and posters
* Supervise generalize interim analysis of demographic, safety and efficacy data
* Major animal surgery (i.e. in the peritoneal or thoracic cavities)
* Non-rodent chronic minor animal surgery performed (ex vessel catheterization)
* Developing and implementing policies, procedures and standards relative to all aspects of the research programs
* Chairing research group meetings
* Participating in material management, inventory management, safety management, performance management and quality assurance.

**Qualifications:**

* Master’s Degree with 5 years related experience required
* Excellent communication (verbal/written) and interpersonal skills are necessary.
* Capable of independent interpretation of study related data
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* Professionalism and self-motivation

**Research Manager**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Manager**. This position encompasses the overall responsibility for the development and implementation of strategies used in the conduct of research, the development and implementation of new research within the institution, in addition to the general management of a Research Program. This position will be responsible for the financial management and day to day guidance and coordination of a research program.

**Duties & Responsibilities:**

* Responsible for coordinating the research grant process
* Developing and/or authorizing research study budgets and payment schedules
* Responsible for the generation of employment and payroll reports
* Preparing staffing schedules and maintaining efficient and optimal staffing levels (including daily, vacation, and sick time coverage)
* Responsible for initiating and developing research proposals and protocols
* studies
* Conducting administrative and technical research and contributing to professional publications, presentations, and posters
* Overseeing general interim analysis of demographic, safety and efficacy data
* Responsible for training and day to day guidance and coordination of Research Assistants, Coordinators and/or Technicians, including ongoing updates of various research guidelines and regulations
* Developing and implementing policies, procedures and standards for the research program
* Negotiating terms of financing with outside parties (hospital and industry based)
* Developing and negotiating research agreements and strategic alliances with outside parties
* Carrying out duties of the principal investigator, or co-investigator authorized for the research studies Chairing research group meetings as required
* Planning projects, timelines, staffing and resource needs for the research program
* Participating in material management, inventory management, safety management, and quality assurance.

**Qualifications:**

* MSc in related discipline with minimum 5 years related experience required.
* Excellent communication (verbal/written) and interpersonal skills are necessary.
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* Asset: experience in overseeing large research programs
* Capable of independent interpretation of study related data
* Professionalism and self-motivation

## Research Program Manager

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Program Manager**. This position encompasses the overall responsibility for the development and implementation of strategies used in the conduct of research, the development and implementation of new research within the institution, in addition to the general management of a Research Program. This position will be responsible for the financial and human resource management\* of a research program.

**Duties & Responsibilities:**

* Responsible for coordinating the research grant process
* Developing and/or authorizing research study budgets and payment schedules
* Responsible for the generation of employment and payroll reports
* Preparing staffing schedules and maintaining efficient and optimal staffing levels (including daily, vacation, and sick time coverage)
* Initiating and developing research proposals and protocols
* Adapting research findings to the development of new research studies
* Conducting administrative and technical research and contributing to professional publications, presentations, and posters
* Supervising general interim analysis of demographic, safety and efficacy data
* Major animal surgery (if applicable)
* Responsible for training and supervising of Research Assistants, Coordinators and/or Technicians, including ongoing updates of various research guidelines and regulations
* Developing and implementing policies, procedures and standards for the research program
* Recruiting, hiring, supervising research staff, including responsibility for payroll time entry**\***
* Developing and negotiating research agreements and strategic alliances with outside parties
* Negotiate terms of financing with outside parties (hospital and industry based)
* Approving allocation of funds for unfunded research projects presented to research program
* Chairing research group meetings
* Planning the long-term strategy of the program (projects, timelines, staffing and resource needs)
* Participating in material management, inventory management, safety management, performance management\* and quality assurance.

**Qualifications:**

* MSc in related discipline with minimum 5 years related experience required
* Excellent communication (verbal/written) and interpersonal skills are necessary
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* Asset: experience in overseeing large research programs with direct reports\*
* Capable of independent interpretation of study related data
* Professionalism and self-motivation

**\*** These points are what differentiate the Research Manager from the Research Program Manager

**Research Associate**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Associate.** This position is intended for Candidates with PhD (or MD) training, and who are on a career track to becoming Scientists and may be involved in all aspects of research study development, funding, initiation, execution, analysis, interpretation and presentation and publication of results. Candidate is expected to develop a specialized area of research, and develop substantial expertise.

**Duties & Responsibilities:**

* Assisting the Investigator in development and initiation of research studies
* Assisting in the writing and submission of research grant applications
* Assisting with the interpretation and implementation of study protocols
* Monitoring quality control results and instituting appropriate steps to maintain standards
* Ongoing coordination of laboratory, Vivarium and pharmacy activities etc.
* Supporting the program by provides statistical analysis, planning, execution and interpretation of study results
* Analyzing and interpreting study related data and providing
* Preparing journal articles and responsible for academic output of research studies
* Overseeing research ethics board, animal care committee, and all other required submissions relative to the initiation and conduct of individual studies
* Responsible for training and supervision of Research Staff and Students
* Initiating new research projects, including development of proposals and protocols
* Develop strategic research alliances with outside parties
* Represent/participate in St. Michael’s administrative committees, scientific meetings, advisory boards, protocol development
* Develop Budgets

**Qualifications:**

* PhD or MD in related discipline required
* Demonstrated ability to initiate a program of research excellence in their chosen field
* Demonstrated supervisory experience and the ability to design, execute and manage multiple studies
* Excellent organization/planning skills, project management and attention to detail
* Effective problem-solving and communication skills
* Previous experience in epidemiology, protocol development, preparation of manuscripts and data presentation is preferred

**Senior Research Associate**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Associate.** This position is intended for Candidates with PhD (or MD) training, interested in a career as a Scientist. They are involved in all aspects of research study development, funding, initiation, execution, analysis, interpretation and presentation and publication of results. Candidate has a specialized area of research, and substantial expertise. Reports to and works in collaboration with an appointed Keenan Research Centre Scientist.

**Duties & Responsibilities:**

* Apply advanced knowledge of research hypotheses in the development/initiation of research studies – sets research goals and objectives
* Lead and direct the writing and submission of grant applications in close collaboration with Research Scientist
* Implement and interpret study protocols
* Ensure adequate quality control by setting standards, monitor results and institute appropriate steps
* Analyze/interpret results – draw conclusions for review and incorporate into reports/presentations
* Critically appraise/edit manuscripts and proposals of trainees, students etc.
* Independently collect, tabulate and analyze study-related data
* Lead authorship and/or co-authorship of journal articles; responsible for academic output of research studies
* Assist with recruiting, hiring, supervising and evaluating research staff / students
* Responsible for training and supervision of research staff, graduate students and post-docs
* Initiation of new research projects, including development of research proposals and protocols
* Develop strategic alliances with outside parties
* Represent St. Michael’s at committees, scientific meetings, advisory boards etc.
* Responsible for develop/managing study budgets / accountable for funds utilization
* Supervise and mentor staff and students
* Plan long term strategies for the research program

**Qualifications:**

* PhD or MD in related discipline (5 or more years direct research experience)
* Excellent interpersonal and managerial skills
* Supervisory and mentorship experience
* Ability to initiate a program of research excellence in their chosen field
* Deep understanding of applicable research methods and process (developed expertise)
* Excellent organization and planning skills, project management skills with attention to detail and effective problem-solving and communication skills
* Proven experience in: protocol development, preparation of manuscripts, data analysis, publishing in scientific journals (preferred as 1st author), presenting independent research findings (at national and international venues) etc.

**Post Doctoral Fellow**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Post Doctoral Fellow (PDF)**. This position is intended for candidates that wish to develop and refine their research skills in a specialized area of research and expertise. As a PDF, this role is expected to be an extension of their academic training received during their doctorate with the goal of eventually transitioning into an Independent Scientist role. The individual will receive research training from a Scientist who will also act as their manager.

**Duties & Responsibilities:**

* Coordination of research grant process
* Prepares research ethics board, animal care committee and all other required submissions relative to initiating and conducting individual studies;
* Coordinates research activities with other departments, e.g., animal studies and care with Vivarium; study approval from the Research Ethics Board; approval for grant applications, research contracts, hiring from the Office of Research Administration, etc.;
* Orders supplies and maintains inventory for research studies.
* Develops novel research ideas and design scientific studies to address knowledge gap or complex problems;
* Develops protocols and budget; initiates and leads studies under the supervision of a Scientist;
* Selects appropriate techniques/methods to analyze data and provides interpretation of study results;
* Conducts ongoing review of relevant literature to keep up with current knowledge;
* Maintains a clear knowledge and understanding of research ethics, regulations and policies while remaining in full compliance with all applicable policies for ethical conduct to ensure adequate quality control;
* Participates in and leads team/lab meetings and research rounds by providing insightful and intellectual discussions and presentations;
* Utilizes expert knowledge to contribute to institutional activities, e.g., being a judge for poster competitions, etc.
* Assist the Investigator in development and initiation of research studies
* Assist in the writing and submission of research grant applications
* Assists in interpretation and implementation of study protocols
* Provides statistical analysis, planning, execution and interpretation of study results
* Collect, tabulate and analyze study-related data and ongoing review/development of study databases
* Authorship of journal articles; responsible for academic output of research studies
* Writes reports and manuscripts for publication as first author, while maintaining responsibility for academic output of research studies;
* Presents at local, national and/or international meetings/conferences;
* Networks and collaborates with other Researchers to keep abreast of new developments in research, to exchange information, within scope of authority, etc.;
* Assists Investigator(s) in writing/submitting research grant applications, e.g., by providing study results and interpretations, feedback on the application, developing budget and study protocols;
* Writes proposal and application for awards to increase funding, enhance CV and the profile of the institution, e.g., CIHR Postdoctoral Fellowship and scholarships.
* Provides training on how to appropriately use laboratory equipment/technology and how to handle animals (If applicable);
* Guides and mentors students on how to conduct of research/analysis and how to review their work;
* Manages the day to day activities in the laboratory or research program,

**Qualifications:**

* PhD or MD in related discipline (5 or more years direct research experience) OR
* In the last year of completing a recognized Doctoral degree where submission of a Doctoral thesis by postdoc application period OR
* Successfully defend a Doctoral thesis within a three (3) month time period after starting the postdoctoral position
* Experience in several aspects of research study development, initiation, execution, analysis and interpretation
* Experience with the preparation of manuscripts and data presentation
* Excellent planning and organizational skills
* Excellent project management skills
* Excellent problem solving, analytical and critical thinking skills
* Excellent computer skills relevant to chosen field
* Effective communication and interpersonal skills
* Ability to work independently and as part of a team
* Ability to maintain active involvement in several aspect of research study development,
* Ability to pay close attention to detail
* Demonstrated ability to initiate and complete a research study in chosen field
* Demonstrated ability to design, execute and manage multiple studies
* Effective mentoring and coaching skills with the ability to effectively supporting team members
* Ability to make decisions, within scope of authority