

Job Description

Job Title:	Research and Awards Development Officer
Department:	Engineering Research Office – Office of the Dean of Engineering
Reports To:	Associate Dean, Research and External Partnerships
Jobs Reporting:	Technical Writer
Salary Grade:	USG 12
Effective Date:	September 2021

Primary Purpose

The Research and Awards Development Officer supports the research enterprise in the Faculty of Engineering, primarily through facilitation and development of research grants and nominations for prestigious external awards. Under the direction of the Associate Dean, Research and External Partnerships (ADR), the incumbent provides expert counsel on development of competitive funding and awards applications, as well as direct writing, reviewing, editing, and coordinating support of priority research initiatives and awards nominations. The Research and Awards Development Officer serves as a key liaison for the Faculty of Engineering with the Office of Research for grants and awards.

The Research and Awards Development Officer works collaboratively with individuals from a wide range of academic and administrative units, both internal and, when necessary, external to the University and participates on research- and awards-relevant Faculty and University committees.

Key Accountabilities

Research and Awards Development

- Facilitate cross-departmental links, interdisciplinary research, and collaboration in the context of research and awards priorities;
- Work with the ADR and other members of the Engineering Research Office to develop formal and informal mentoring strategies in the Faculty to enhance research and awards success in highly competitive programs, including creation and management of information sessions and workshops;
- Inform Department Chairs, School Directors, and the Dean of national and international awards/honorary title opportunities;
- Act as an expert source of information and advice regarding funding agency priorities, guidelines, deadlines, review procedures, selection committee membership, etc. The incumbent will also bring expertise, provide guidance and advice, and disseminate information about major external awards, their terms of reference, guidelines, deadlines and eligibility requirements;
- Provide the ADR with advice, information, and data related to upcoming funding and awards opportunities to support decision making and establishment of internal deadlines;
- Plans, develops, evaluates, and executes strategies to increase recognition of faculty member excellence and to improve Waterloo Engineering's nominations and success rates in major external award programs;
- With the Engineering Communications team, facilitates communication of faculty successes for research promotion and awards celebration in the Faculty;
- Provide the ADR with quality assessment reviews of complex and/or problematic applications;
- Maintain a familiarity with research trends, initiatives, and goals in Canada and internationally, and within the University through regular consultation with UW's Strategic Plan and Strategic Research Plan, Office of Research reports and brochures, etc.;

- Maintain an Awards Database and Catalogue, including comprehensive lists of past and potential candidates, and an online listing of current opportunities;
- Create and maintain an awards timeline that can be utilized by others in the Dean's Office as well as Chairs/Directors and other Associate Deans.
- Participate, as appropriate, in research- and awards-relevant Faculty of Engineering and university-wide committees; including as Staff Representative on the Waterloo Awards Committee and participating on the Engineering Research and Awards Committee.

Research Grants and Awards Facilitation

- Work with the ADR and Director, Strategic Research and Director, Engineering Research to increase the number of applications and the success rate of Faculty grant applications for faculty competing in Tri-Agency and other competitions;
- Work with the ADR and members of the Faculty and University Awards Committees to identify strong candidates for major national and international awards and prizes (e.g., Royal Society, Killam). The incumbent will also work the ADR and Director of Strategic Initiatives to identify strong research leads for major funding applications;
- Assist faculty researchers with surveying research initiatives and prestigious award opportunities;
- Provide direct support to Faculty researchers applying for internal or external research grants and major awards nominations by providing pre-submission consulting and guidance as well as support with applications underway, including substantive feedback on content and presentation, and, where required, editorial assistance;
- Provide indirect support for Faculty researchers applying for internal or external research grants and awards by distributing timely information and help sheets (e.g., grant deadlines, FAQs, grant writing tips, internal peer reviewer lists, proposal templates, etc.);
- Engage directly in the writing of awards nominations, and of research proposals for select grant applications (e.g., CRCs, CFIs, and larger collaborative, partnership or institutional grants), including background preparation, fact-checking, and translation of technical research information into accurate text that is understandable, readable, and appropriate to the audience and medium;
- Review and edit awards nominations and research proposals, as needed, to correct for structure, grammar, style, and persuasiveness; and provide feedback on budget calculations, strategic positioning, and adherence to university requirements and agency guidelines;
- Coordinate proposal preparation for both small, individual applications and large, multi-million dollar, multi-institution applications, including progress monitoring, integration of text, review and editing through all stages of proposal preparation. The incumbent will also ensure excellent nomination packages are submitted for all major external awards, co-ordinating, writing and reviewing various aspects of each as appropriate;
- Manage and coordinate contract writing support, provided on a discretionary basis via the ERO and the Office of Research. Report and review the faculty's technical writing commitments with the ADR;
- Monitor government information sources to identify funding opportunities and ensure new applications comply with evolving assessment methods, guidelines, evaluation criteria, and deadlines;
- Liaise with Office of Research grant and awards officers to establish and manage procedures and timelines for preparation and submission of proposals and awards nominations, ensuring applications are prepared in a timely, effective manner and in accordance with university requirements and agency guidelines;

Job Description



- Develop and update program-specific support materials to guide researchers through proposal and nominations preparation, including grant-writing seminars, as required;

Relationship Management

- Establish and maintain contacts within the Office of Research and relevant funding agencies to ensure information provided and interpretation of guidelines to engineering researchers are complete, current, and accurate;
- Work with the ADR and Faculty leadership (Dean, Directors, Department Chairs) to develop long-term strategic plans for research and awards within the Faculty
- Liaise with the Equity Office and Office of Research Equity Manager to ensure materials and training are available for faculty to support their research and recruiting efforts to facilitate grant application success.
- Provide leadership and direction to roles reporting into the Research Awards Development Officer; establish goals and expectations, mentoring and performance management.
- Conduct annual performance reviews with direct report including identifying training and growth opportunities, defining mutual goals and objectives and performance improvement plans
- Support opportunities for continuous improvement and develops efficiencies to balance workload
- Create and interpret policies and guidelines to coach and facilitate others in development of efficient and effective procedures
- Champion the mission and vision of the Engineering Research Office

Research and write faculty-based research reports and documents that profile engineering research

- Assist collection of relevant data to describe individual and faculty-wide research achievements, funding, and success rate statistics
- Contribute to generation of reports, summarizing engineering research activity
- Contribute to the production of fact sheets, web-copy, and presentation materials that profile engineering research and researchers

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree required. Education or training in a discipline of Engineering or Science is required.

Experience

- Minimum of 5 years experience in a university research or research administration environment;
- Experience with preparation of individual and multi-author research proposals for government funding agencies is strongly preferred
- Demonstrated ability to review and edit grant proposals and budgets for engineering or related disciplines
- Knowledge of tri-agency programs and policies
- Familiarity with other major research funding programs, both federal and provincial
- Must be able to compile and integrate relevant information (both qualitative and statistical) from a broad range of sources to strengthen proposals and reports
- Preference for knowledge of existing awards (both internal and external to the institution) relative

- to the university and the Faculty and experience connecting awards to relevant candidates
- Excellent research skills; must be able to compile and integrate relevant information (both qualitative and statistical) from a broad range of sources to strengthen proposals and reports

Knowledge/Skills/Abilities

- Superior oral and written communication skills
- Ability and confidence to communicate effectively with researchers from a variety of disciplines, with staff and senior administrators, and with sponsors
- Ability to write short copy (web-based text), long copy (research proposals and reports), and research presentation material (PowerPoint) for broad audiences (technical reviewers and lay audiences)
- Well-developed editorial skills, including experience in copy editing
- Strong analytical skills and the ability to integrate and synthesize complex data and ideas
- Excellent interpersonal skills, ability to mentor, guide and develop staff and foster constructive team relationships
- Ability to fully understand, synthesize and translate material of a highly technical nature into text that is accessible to all readers
- Ability to work independently and with other people
- Ability to work in a dynamic environment, with shifting timelines and priorities
- Ability to handle multiple assignments simultaneously, while adhering to tight timelines
- Ability to think critically and analytically

Nature and Scope

- **Contacts:** Internally, the incumbent will present and discuss information and problems with: the ADR and Dean of Engineering senior staff. The incumbent will discuss research ideas, provide strategic advice about funding opportunities, and collaborate on proposal preparation with: Engineering faculty and staff. The incumbent will exchange information about funding opportunities and proposal development with: Engineering faculty and staff, and counterparts within and outside Engineering, including the Office of Research and UW Centres and Institutes. and government administrators to develop and promote research and award opportunities.
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** Provides ADR with decision support on the establishment of timelines, allocation of personnel and resources to support the research missions of the Faculty of Engineering and meet the objectives of the faculty's strategic plan.
- **Physical and Sensory Demands:** Minimal demands typical of a senior leadership position within an office environment.
- **Working Environment:** Working Conditions: Located in a comfortable indoor area. Much of the time is spent sitting in a comfortable position with opportunity to move about. There is a frequent need to give close attention to various stimuli such as written material and verbal information. The work is varied and priorities must be juggled to ensure all projects are completed successfully. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Working Hours: Regular working hours, some evening/weekend work required.