

## Job Description

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<b>Job Title:</b>	Communications and Awards Officer
<b>Department:</b>	Electrical & Computer Engineering
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	Department Assistant
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	July 1, 2017

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### **Primary Purpose**

The Communications and Awards Officer (Officer) works to enhance the recognition and reputation of Electrical and Computer Engineering (ECE) through strategic research support and integrated communications. The Officer advances the ECE research agenda by positioning ECE as a leader in research, teaching and academic excellence. ECE faculty members are highly professional very research- and service-oriented, and maintain close ties with industry. S/he raises the profile of the department externally to alumni, donors and prospects, research community (national and international), community, and corporate sponsors. The incumbent is responsible for developing and managing ECE's communication plans, web presence, incorporating new and emerging media and web technologies, implementing web-based community building tools, and event management to support stakeholder engagement.

The Officer contributes to increasing the level of research funding activity and provides support with the development of new research initiatives. S/he also provides support and expertise on the preparation of proposals for collaborative and institutional awards. The Officer also facilitates award nominations for a variety of external and internal awards, honours, fellowships, memberships, medals and other forms of recognition for faculty researchers.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Communications and Special Events**

- Provide strategic oversight on the use of digital communications to engage the internal and external community including alumni, using a variety of tools such as web, social media, digital signage, and other emerging platforms;
- Work with faculty to implement and leverage the ECE website, social media and digital signage channels; using new media to reach out to audiences and promote the work of faculty;
- Write and edit communications materials and content for various audiences, using a variety of communication channels including social media posts, web content, newsletters, etc.;
- Profile research and teaching accomplishments, and donor and alumni contributions;
- Build relationships with faculty and staff in order to maintain awareness of all teaching and research activities to enhance stakeholder participation;
- Ensure website is up-to-date with timely news, events, lectures/symposia, and announcements, and other content that highlights our historical accomplishments;
- Utilize photography and other visual storytelling tools that position ECE as an innovative, dynamic environment;
- Identify and develop communication systems and processes that support the engagement of a wide range of stakeholders and audiences, both internal and external;
- Develop website content, including news stories and integrated connections to multimedia and social networking opportunities;
- Chair the ECE Communications Committee and advises management on communication protocols and brand guidelines set by the Faculty of Engineering (FOE) and University public affairs;

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<ul style="list-style-type: none"><li>• Ensure synergy with FOE website and member of the FOE Internal Communications Committee;</li><li>• Manage and publicize annual and special events e.g. Distinguished Lecturer series.</li></ul>
<b>Award Nominations and Recognition</b> <ul style="list-style-type: none"><li>• Identify awards of potential interest to faculty members and promote awards for nomination purposes;</li><li>• Liaise with award agencies and other partners to garner honours and distinctions for faculty members, alumni, staff and students;</li><li>• Solicit reference letters from external sources, prepare drafts of nomination letters as needed, and coordinate information from nominators and award nominees, nomination letters, expert reviews and other necessary materials for the files;</li><li>• Prepare awards nomination and recognition packages, and review completeness of nomination dossiers</li><li>• Act as department representative on the University Awards Committee.</li></ul>
<b>Research Promotion</b> <ul style="list-style-type: none"><li>• Administer department research stimulation initiatives in conjunction with the Associate Chair Research;</li><li>• Member of the ECE Research Committee;</li><li>• Be knowledgeable on faculty members' areas of expertise and ECE's priority projects and research focuses;</li><li>• Match knowledge of ECE research, activities and resources to the needs of prospective industrial and research partners;</li><li>• Communicate funding opportunities to researchers that suit their needs e.g., equipment grants, etc.</li><li>• Review grant applications, edit and refine grant proposals prior to submission;</li><li>• Liaise with Associate Chair Research and the Office of Research on provisions of research support e.g. grant writing assistance;</li><li>• Provide feedback on strategic positioning;</li><li>• Work collaboratively with the grant holder/potential Chair holder/principal investigator, Department Chair, Associate Chair, Research, Associate Dean, Research &amp; External Partnerships, and the Office of Research regarding departmental or Faculty support;</li><li>• Act as a liaison between the faculty member, the Engineering Research Office, and the Office of Research regarding contract and research grant proposals;</li><li>• Collect relevant data on research achievements, funding and success rate statistics.</li></ul>
<b>Staff Management</b> <ul style="list-style-type: none"><li>• Responsible for managing work flow and implementing improvements to processes and internal controls to meet established standards;</li><li>• In conjunction with the Administrative Officer, participate in the hiring of support staff;</li><li>• Perform on-going mentoring &amp; annual performance appraisal of staff member, identifying areas for further development and training opportunities;</li><li>• Assess operating processes and implement service quality improvements for relationships, stakeholder satisfaction, timeliness, staff capability and performance.</li></ul>
<b>Other</b> <ul style="list-style-type: none"><li>• Member of the senior staff operations committee giving planning, vision, and issue resolution;</li><li>• Provide backup for the Administrative Officer for strategic planning, human resources and renovations as required;</li><li>• Special projects analysis, reporting, and other duties as required by the Chair and/or the Administrative Officer.</li></ul>

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

<b>Education</b> <ul style="list-style-type: none"><li>• University degree in communications or relevant discipline, or an equivalent combination of education and experience.</li><li>• Thorough knowledge and understanding of marketing communications and strategic planning.</li></ul>
<b>Experience</b>

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- Four years relevant experience in communications, web content management tools including social media platforms.
- Demonstrated experience writing communication pieces, editing and proofreading short and long copy.
- Experience with content management systems (Drupal) and managing social media accounts.
- Intermediate experience with MS Office, SharePoint, Adobe, WCMS, and editing software.

### **Knowledge/Skills/Abilities**

- Ability to work effectively and diplomatically with individuals and groups with diverse perspectives and backgrounds.
- Ability to communicate effectively and foster positive relations in a dispersed environment.
- Ability to develop and maintain cooperative and productive working relationships.
- Proven ability in managing multiple-source projects that require leadership and integrity when dealing with a variety of stakeholder groups.
- Demonstrated ability to adapt writing style for various purposes, excellent written communication skills, and ability to compose reports, and other written materials.
- Ability to think critically and analytically, and distill complex information in a manner that facilitates understanding and brings research and teaching to life.
- Ability to maintain confidentiality and deal with information of a sensitive nature with discretion.
- Demonstrated ability to work independently with a high level of initiative and flexibility to accomplish objectives in an environment with changing priorities and constant interruptions.
- High level of accuracy and attention to detail is required.
- Strong organizational and time management skills to manage multiple priorities, simultaneous or overlapping deadlines, and work effectively under pressure is required.
- Ability to learn new web tools and adapt to new technologies required.
- Broad knowledge of the academic and research environment and sponsor funding guidelines required.

### **Nature and Scope**

- **Contacts:**

The incumbent deals with various levels of administration and must demonstrate leadership, tact and political acuity. The Officer must influence and persuade others, with the ability to build consensus and build alliances among various stakeholders.

Internally, communicates with the Chair, Associate Chair for Research, Administrative Officer, Financial Officer, faculty, staff, IT technical staff, Associate Dean Research & External Partnerships, Office of Research, Alumni Affairs, Marketing & Strategic Communications, and other university departments.

Externally, this position will have significant contact with donors, alumni, various engineering societies and agencies, and local community.

- **Level of Responsibility:**

The Officer has specialized work with minimal supervision. This role establishes communication strategies to ensure consistency of messaging as informing and engaging our communities is key to advancing ECE's strategic goals. Mistimed information or inappropriate disclosure of confidential material may adversely affect the image and reputation of ECE. The role researches and maintains a familiarity with up-to-date communication strategies and web/media technologies, and assists in development of web functionality.

- **Decision-Making Authority:**

The role requires strategic thinking in an evolving environment, a collaborative approach, and appreciation for the varied audiences. The incumbent exercises initiative and judgement in establishing priorities and carrying tasks through to completion. The incumbent works independently and makes decisions regarding the content of communications, develops and implements communication plans and leads strategic projects.

- **Physical and Sensory Demands:**

This position requires mental concentration, close attention to various stimuli e.g. written material and verbal information. The work is varied and priorities managed to ensure all projects are completed successfully. There are deadline pressures with a demand for thoroughness and accuracy.

- **Working Environment:**

Regular working hours in an office environment, some evening/weekend work may be required for special events.