

## Job Description

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<b>Job Title:</b>	Technical Writer
<b>Department:</b>	Engineering Research Office - Dean of Engineering Office
<b>Reports To:</b>	Associate Dean, Research and External Partnerships
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	July 1, 2018

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### **Primary Purpose**

The overall objective is to advance the Faculty's strategic research interests through production of professional, effective, technically-oriented, research copy. The incumbent is responsible for writing, reviewing, editing, and coordinating a wide range of materials in support of Faculty of Engineering research initiatives; specifically he/she prepares research proposals, technical materials, letters of support, and copy for web- and print-based promotional items.

### **Key Accountabilities**

#### **Coordinate, write, review, and edit research proposals to advance the faculty's strategic research initiatives**

- Writing research proposals, 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
- Reviewing and editing research proposals to: correct for structure, grammar, style, and persuasiveness; and provide feedback on strategic positioning, and adherence to university requirements and agency guidelines
- Coordinating proposal preparation for both small, individual applications and large, multi-author applications, including progress monitoring, integration of text, review and editing through all stages of proposal preparation
- Assisting faculty researchers with surveying research initiatives, identifying research opportunities, proposal writing, and preparation of items such as power point presentations and briefs
- Providing the ADR with strategic advice, information, and data related to upcoming funding opportunities to support decision making and establishment of internal deadlines
- Providing the ADR with quality assessment reviews of complex and/or problematic applications
- Establishing and maintaining 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

#### **Establish procedures and guidelines for preparation and submission of research proposals to meet internal and external deadlines**

- Reporting and reviewing the faculty's technical writing commitments with the ADR
- Monitoring government information sources to identify funding opportunities and ensure new applications comply with evolving assessment methods, guidelines, evaluation criteria, and deadlines
- Establishing procedures and timelines for preparation and submission of proposals to meet university and agency guidelines
- Developing and updating program-specific support materials to guide researchers through proposal preparation

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- Establishing guidelines for technical writing support within the Engineering Research Office (ERO)
- Coaching and mentoring faculty members on writing persuasive, strategically positioned technical research material for a broad range of audiences
- Managing the document submission process for new proposal applications, including project tracking to help ensure applications are prepared in a timely, effective manner and in accordance with university requirements and agency guidelines

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

- Collecting relevant data to describe individual and faculty-wide research achievements, funding, and success rate statistics
- Generating reports, summarizing engineering research activity
- Producing fact sheets, web-copy, and presentation materials that profile engineering research and researchers

### **Required Qualifications**

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

#### **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 technical writing role; experience with preparation of individual and multi-author research proposals for government funding agencies is strongly preferred

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

- Have superior oral and written communication skills
- Have the ability to write short copy (web-based text), long copy (research proposals and reports), and research presentation material (power point) for broad audiences (technical reviewers and lay audiences)
- Have well-developed editorial skills, including experience in copy editing
- Have 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
- Ability to fully understand, synthesize and translate material of a highly technical nature into text that is accessible to all readers
- Have the ability to work independently and with other people
- Have the ability to work in a dynamic environment, with shifting timelines and priorities
- Have the ability to handle multiple assignments simultaneously, while adhering to tight timelines
- Have the ability to think critically and analytically

### **Nature and Scope**

- **Contacts:** Internally, the incumbent will present and discuss information and problems with: Dean of Engineering Senior staff in the Dean's office. 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: Counterparts in other departments in the Faculty of Engineering Counterparts in other faculties outside of the Faculty of Engineering UW Centres and Institutes. The incumbent will discuss funding opportunities, interpret agency guidelines, and collaborate on internal submission timelines and procedures with: UW Office of Research staff Externally, makes contact with faculty and staff from other universities outside of UW, industry personnel, funding agency personnel,

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and government administrators to develop and promote research opportunities. Maintains and cultivates strong relationships with alumni, Advisory Council members and other stakeholders.

- **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 an administrative 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.