

## Job Description

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<b>Job Title:</b>	Manager, Global Programs and Initiatives
<b>Department:</b>	Waterloo Institute for Sustainable Energy
<b>Reports To:</b>	Executive Director, Waterloo Institute for Sustainable Energy
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	September 2019

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### **Primary Purpose**

This position is responsible for the successful management of projects and delivery of results for a wide range of stakeholders involved in a variety of multi-disciplinary research projects designed to support WISE faculty members and global partnerships.

### **Key Accountabilities**

#### **Project Management and Program Execution**

- Manages the Affordable Energy for Humanity Global Change Initiative (AE4H.org), a multi-stakeholder research and action initiative at the intersection of energy research and international development. Roles and responsibilities include:
  - Liaising with partner researchers within and outside of the university
  - Organizing and facilitating workshops and other events that bring project partners together to seed new projects
  - Raising funds for new initiatives
  - Management of the project website
  - Research and writing tasks that effectively communicate project outcomes
  - Assists with the development of global initiatives on low-carbon energy system transitions.
- As part of the AE4H initiative, independently manages an ongoing internship program that provides scholarships to UW co-op students who intern at AE4H partner organizations in the global south. Responsibilities include:
  - Recruiting and maintaining relationships with host organizations
  - Coordinating on-campus partners
  - Conducting pre-departure training, promotion, reporting, budgeting, and successfully securing additional funds.
  - Frequently travels internationally to recruit host organizations. See program webpage: <https://ae4h.org/projects/qes%20>
- Works closely with WISE members to ensure effective management of programs that involve multi-disciplinary research initiatives typically funded through government agencies and with industry partners. This may also involve providing lead technical writing and organizational management skills of group proposals prior to approval
- Assists the WISE team in creating, writing, editing and managing dissemination of on-line and print communications including highlights of project achievements, WISE Annual Report, Research Spotlights (capsule summaries of energy research), Research Bulletins (in-depth features on energy research), promotions, and other materials

#### **Collaboration and Outreach**

- For specific high impact project results, develops and implements an outreach plan with potential for impact at the global level

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- Autonomously adapts technically heavy academic literature to improve understanding of the value of research to a broader audience
- Assists faculty in stewarding existing academic and industry collaborations
- Reports on status of collaborations and new funding opportunities
- Assists Executive Director, WISE in organizing faculty members into active "working groups"
- Presents content and coordinates marketing and distribution of outreach activities
- Guest lectures in undergraduate classes as a means of promoting WISE activities, in particular the AE4H internship program described above

### **Web Management**

- Assists with the strategy, planning and maintenance of the WISE website and provides support to the WISE Administrative Assistant making day-to-day changes as required
- Evaluates new and emerging e-communication tools for WISE use, develops expert knowledge of collaborative on-line systems and makes recommendations to the Executive Director, WISE
- Assists in the improvement of the WISE website by including rich program content that is consistent with design, navigation, user interface and functionality

### **Workshops, Visits, Events**

- Provides scientific and organizational support, coordination and management for national and international workshops, visits and events structured around project outputs
- Organizes the event logistics with the WISE Administrative Assistant (e.g. venues, technical, program, transportation, gifts)
- Executes the workshop program and addresses the individual needs of the delegates during the workshop/visit with the WISE Administrative Assistant -Follow-up on post-workshop action items
- Follows up on post-workshop action items
- Works with the WISE Administrative Assistant to organize and deliver regular WISE events such as the WISE Public Lecture and Seminar Series

*\*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**

- A Graduate degree in Engineering, Science or Environment and ideally with strong interest in sustainable energy

### **Experience**

- 2-5 years of relevant experience, either in an academic environment or externally would be an asset
- Demonstrated success in developing and executing research initiatives including building partnerships with multi-stakeholder teams, securing funding, outreach and program promotion, and project management
- Experience in the development and production written reports and promotional materials

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

- Strong knowledge of energy and sustainable development related innovations and issues is a significant asset
- Proven ability to synthesize scientific and technical literature and ability to produce communications material appropriate to the target audience
- Keen awareness and knowledge of developments in the energy sector worldwide

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- Broad understanding of the relationships between energy, economic, socio-cultural and environmental systems and ability to effectively communicate the nuances of these relationships to expert and non-expert audiences
- Exceptional communication skills in written and verbal form including superior presentation skills and technical writing capabilities
- Advanced proficiency with MS Word, Excel, PowerPoint, design software, and web management

### **Nature and Scope**

- **Contacts:** Internal contacts include faculty, researchers, and educators. External contacts include industry experts, executives, and politicians among others.
- **Level of Responsibility:** Works closely with energy industry technical experts and leaders to develop strategic partnerships and research initiatives with 100+ WISE members. Interacts with international delegations and external visitors to WISEs. Interacts with media centers around the world that focus on sustainable energy. Develops and executes effective internal and external programs to ensure positive positioning of the University of Waterloo and the Institute's profile. One goal is to help increase the awareness, globally, of the expertise of WISE members. Leads the communication strategy and manage the WISE website and take an active role in organizing workshops, visits and events. The successful candidate will work as part of a team, to develop and manage services and programs within a high-profile research Institute. This position requires a good understanding of the energy sector issues and the necessary technical, organizational, creative and interpersonal skills to achieve results in a team environment.
- **Decision-Making Authority:** Initiates and maintains contact with senior personnel in the Faculty of Engineering, Environment and Science; Office of Research and institutes; Waterloo International; Communications and Public Affairs Office
- **Physical and Sensory Demands:** There are deadline pressures while at the same time there is a demand for thoroughness and accuracy.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Located in a comfortable indoor area. Travel is required to advance I present projects.