

Job Description

Job Title:	ACE Project Manager
Department:	Chemistry
Reports To:	Chemistry Department Chair / ACE Mission Scientist
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	May 2022

Primary Purpose

Under the guidance of the Principal Investigator, the ACE Project Manager is responsible for project management of the Atmospheric Chemistry Experiment (ACE), which involves budgeting, procurement, financial reporting, report writing, contract fulfillment, grant writing, record keeping and oversight of the research team.

The ACE Mission on the SCISAT satellite is a space mission that measures the infrared absorption of an increasing number of atmospheric trace gas molecules during sunrise and sunset. From these measurements trace gas concentrations are determined as a function of altitude. The ACE science objectives are to study ozone depletion, air pollution and climate change. The SCISAT satellite was launched in August 2003 and continues to operate successfully whereby years of measurements have been recorded and continued operation is anticipated for several more years.

Key Accountabilities

<p>Building and monitoring work plans and budget:</p> <ul style="list-style-type: none"> • Prepare budgets and monitor spending on ACE contract with the Canadian Space Agency (CSA) using University of Waterloo's Unit4 and Concur financial systems • Prepare and monitor work plans
<p>Prepare proposals and reports:</p> <ul style="list-style-type: none"> • In consultation with ACE Mission Scientist and ACE team, prepare proposals for CSA funding • In consultation with ACE Mission Scientist and ACE team, prepare reports (quarterly, annually plus additional special reports) for CSA • Look for data and develop procedures to prepare data for reports
<p>Liaison with CSA and Office of Research</p> <ul style="list-style-type: none"> • Act as the point of contact for the University of Waterloo's Office of Research and Finance Office and the CSA's Technical Liaison Officer for ACE project related matters
<p>Meetings:</p> <ul style="list-style-type: none"> • Prepare and deliver presentations at scientific meetings and produce summary notes of other presentations • Take minutes of the weekly team meeting and for twice yearly public ACE Meetings
<p>Purchasing for ACE project:</p> <ul style="list-style-type: none"> • In consultation with the Mission Scientist, arrange for purchase of hardware, software and other items needed for the ACE project • Maintain all software licenses
<p>Assist in processing, distributing and archiving ACE data:</p> <ul style="list-style-type: none"> • As needed, assist other team members by writing computer code to process ACE data, distribute it to users and archive it for posterity

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- Archive documents following the University and ACE project record retention policies and procedures

**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

- Master's degree (or equivalent) in Chemistry, Physics, Math or Engineering required

Experience

- Experience in preparing budgets and monitoring spending with general ledger accounting software. Experience with Unit 4 is an asset.
- Experience preparing complex scientific reports is required
- Extensive computer experience using C, C++, Database tools, Python and Microsoft Office (Word, Excel), and in using the Windows and Unix operating systems
- Proven scientific project management experience is required

Knowledge/Skills/Abilities

- Knowledge of atmospheric science is helpful
- Accounting skills, MS Word, Excel, C, C++, SQL, Python, Windows, Unix (linux), Database tools
- Detailed understanding of the ACE project is advantageous
- Proven interpersonal skills to communicate with investigators, collaborators, staff and other stakeholders from UW and other institutions around the world who use ACE data

Nature and Scope

- **Contacts:** This position requires frequent communication with the University of Waterloo Office of Research, the CSA Technical Liaison Officer, and other members of the ACE team.
- **Level of Responsibility:** This position is a key member of the core Science Operations Centre for the Atmospheric Chemistry Experiment (ACE) in which each member has special skills and experience.
- **Decision-Making Authority:** : Limited to the Key Accountabilities listed above with the need to consult with other team members as needed.
- **Physical and Sensory Demands:** Limited to the working environment of a modern office.
- **Working Environment:** A continuously evolving environment of state-of-the-art computing facilities and data delivery services.