

Job Description

Job Title:	Technical Writer and Report Coordinator, Waterloo Advanced Manufacturing Consortium
Department:	Dean of Engineering Office
Reports To:	Managing Director, Waterloo Advanced Manufacturing Consortium
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	October 2018

Primary Purpose

Reporting to the Managing Director, the Technical Writer and Report Coordinator (TWRC) is responsible for the production of professional, effective and technically-oriented materials for the Waterloo node of Ontario's Advanced Manufacturing Consortium (AMC). The consortium is the result of the province's commitment of \$35M over five years announced in its 2016 Budget to help develop long-term industrial innovation projects and support industry-academic partnerships. The initial nodes of the AMC include three Ontario universities -- McMaster, Waterloo and Western. The incumbent is responsible for writing, reviewing, editing and coordinating a wide range of materials, including project reports summarizing activities and research proposals leveraging industry funding, as well as technical materials, letters of support, and copy of web- and print based promotional items.

Key Accountabilities

Generate, review, edit and coordinate project reports

- Generate AMC reports, including collecting relevant data, summarizing project activities, fact-checking, and presentation of information appropriate to the audience and medium
- Review and edit reports to correct for structure, grammar, style, and adherence to university requirements and agency guidelines
- Coordinate report preparation for both small, individual projects and large, multi-researcher projects and meet deadlines
- Provide the Managing Director with strategic advice, information, and data related to status and progress of project reports

Write, review, edit and coordinate research proposals

- To help faculty leverage AMC industry funding, write 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
- Review and edit proposals to correct for structure, grammar, style, and persuasiveness; and provide feedback on strategic positioning, and adherence to university requirements and agency guidelines
- Coordinate proposal preparation for both small, individual projects and large, multi-researcher projects, including progress monitoring, integration of text, review and editing through all stages of proposal preparation
- Assist faculty researchers with surveying research initiatives, identifying research opportunities, proposal writing, and preparation of items such as power point presentations and briefs

Research and prepare documents that profile Waterloo AMC activities

- Collect relevant data to describe achievements, funding, and success rate statistics
- Produce fact sheets, web-copy, and presentation materials that profile Waterloo AMC activities

Job Description



- Provides ongoing maintenance of the Waterloo AMC Website. The incumbent independently updates content related to AMC affairs, guidelines, policies and services, and uploads content as required by Managing Director.

Other

- Assist with special projects and other duties as assigned by the Managing Director

Required Qualifications

Education

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

Experience

- Minimum 5 years of experience in a technical writing role

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
- Intermediate skills in Microsoft Office suite
- Advanced knowledge of Outlook, Adobe, SharePoint and working knowledge of web-design tools and software

Nature and Scope

- **Contacts:** Internal relationships include: Waterloo AMC faculty and staff, Office of the Dean of Engineering, Office of Research, as well as many other departments and units across campus. External relationships include: industry partners, other universities, government departments, ministries and agencies (federal, provincial, and municipal), corporations and businesses.
- **Level of Responsibility:** The position has no direct supervision of others. Able to undertake multiple writing tasks in the strictest confidence, often concurrently to separate external industry clients.
- **Decision-Making Authority:** Makes independent decisions regarding, but not limited to coordinating project reports and research proposals. Provides the Managing Director with decision support on the establishment of timelines for project reports, web updates and distribution of AMC materials.
- **Physical and Sensory Demands:** Those typical of an office environment, including significant exposure to seated, visual computer work.
- **Working Environment:** Office based.