

Job Description

Job Title:	Proposal Development Officer
Department:	Mathematics Research Office
Reports To:	Manager, Research
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	October 2022

Primary Purpose

Supporting both the Associate Dean, Research and International (AD-RI) and the Associate Dean, Innovation and Entrepreneurship (AD-IE), and their teams, and reporting to the Manager, Research, the incumbent's primary objective is to advance the Faculty's strategic research interests through the production of professional, effective, and technically-oriented research copy. The incumbent is responsible for writing, reviewing, editing, and coordinating a wide range of materials in support of Faculty of Mathematics research initiatives; specifically, they will prepare research proposals, award nominations, 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, and 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 presentations and briefs.
- Provide counsel to Mathematics faculty members on best practices in equity, diversity, and inclusion (EDI) as it relates to research and the evolving requirements of federal and provincial funding programs.
- Providing the AD-RI and AD-IE and their teams with strategic advice, information, and data related to upcoming funding opportunities to support decision making and establishment of internal deadlines.
- Providing the AD-RI and AD-IE and their teams with quality assessment reviews of complex and/or problematic applications.
- Establishing and maintaining contacts within the Office of Research to ensure information provided and interpretation of guidelines to Mathematics researchers are complete, current, and accurate.

Establish procedures and guidelines for preparation and submission of research proposals

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to meet internal and external deadlines.

- Reporting and reviewing the Faculty's technical writing commitments with the AD-RI, AD-IE, and their teams.
- 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.
- Establishing guidelines for technical writing support within the Mathematics Research Office.
- 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 Mathematics research.

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

Contribute to strategic initiatives in the Mathematics' research portfolio.

- Draft and review documentation that supports strategic research initiatives in the Faculty.
- Contribute to data collection processes in the Faculty as they relate to funding proposals and award nominations.

**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

- Bachelor's degree, required (in a STEM field preferred), with a Master's degree preferred
- Education, training or in-depth knowledge in a discipline of Mathematics, Engineering, or Science is required

Experience

- Minimum of five (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.
- Experience in a research-driven academic environment; experience with academic funding programs in Canada and Ontario would be beneficial.

Knowledge/Skills/Abilities

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- Have superior oral and written communication skills.
- Able to write short copy (web-based text), long copy (research proposals, award nominations, and reports), and research presentation material for broad audiences (technical reviewers and general 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.
- Can work independently and with other people.
- Able to work in a dynamic environment, with shifting timelines and priorities.
- Proven ability to handle multiple assignments simultaneously, while adhering to tight timelines.
- Ability to think critically and analytically.

Nature and Scope

- **Contacts:** Internally, the incumbent will present and discuss information and problems with the AD-RI, AD-IE, the Director of Research Partnerships, and the Manager, Research. The incumbent will discuss research ideas, provide strategic advice about funding opportunities, and collaborate on proposal preparation with Mathematics faculty and staff. The incumbent will exchange information about funding opportunities and proposal development with: Counterparts in other departments in the Faculty of Mathematics, counterparts in other faculties outside of the Faculty of Mathematics, and Waterloo Centres and Institutes. The incumbent will discuss funding opportunities, interpret agency guidelines, and collaborate on internal submission timelines and procedures with Office of Research staff. Externally, the incumbent will work with faculty and staff from other universities outside of Waterloo, and industry personnel to develop and promote research opportunities.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** Provides AD-RI and AD-IE and their teams with decision support on the establishment of timelines, allocation of personnel and resources to support the research missions of the Faculty of Mathematics and meet the objectives of the Faculty's strategic plan.
- **Physical and Sensory Demands:** Minimal, typical for an administrative office-based position.
- **Working Environment:** Typical academic office environment; regular working hours, with some evening/weekend work required; minimal exposure to disagreeable conditions in the workplace. 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.