

Job Description

Job Title:	Knowledge Mobilization Manager
Department:	Civil & Environmental Engineering (CEE)
Reports To:	Principal Investigator the <i>forWater</i> Network, an NSERC Strategic Partnership Network housed in CEE
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	November 2018

Primary Purpose

The *forWater*: NSERC Network for Forested Drinking Water Source Protection Technologies is a University of Waterloo-led, pan-Canadian strategic research network that is funded by \$9-million of support from NSERC, nine Canadian universities, and numerous drinking water, land management, environment, industrial forestry, public health, and knowledge mobilization industry and government partners. The *forWater* Network will contribute to transforming the way in which communities, governments and industries work together in Canada and abroad to adapt to changing climate and other water-related threats by use of innovative “green technologies” for source water protection and integrated management of critical drinking water supplies, and the forests from which they originate. In order to achieve these ambitious outcomes, the *forWater* Network’s senior leadership recognizes that engagement of partners and end users of the network’s research outputs is essential. By developing an in-depth understanding of partner and end user knowledge needs, the network will be well-positioned to offer knowledge that is relevant, timely and accessible to meet these needs. Actively engaging these stakeholders throughout the research process is also central to ensuring end-user buy-in and uptake of the network’s research knowledge. As a result, *forWater* is seeking a qualified and dynamic individual to support the network’s leadership in effectively implementing its knowledge mobilization (KM) strategy.

The Knowledge Mobilization Manager will be responsible for the effective engagement of network partners and end users in support of *forWater*’s Knowledge Mobilization goals, and will lead the development of meaningful research outputs for these stakeholders. The incumbent will work collaboratively with the Canadian Water Network lead KM specialist, based at the University of Waterloo.

Key Accountabilities

Facilitate Effective Engagement of Network and End Users

- Build relationships between research producers and users (end users). Ensure partner/end user participation in all phases of the research, so that outputs are “decision ready” knowledge that they can act upon.
- Recognize that end users are united by the shared, pressing need for new knowledge 1) regarding the impacts of different forest management strategies on source water quality and treatability and 2) organized around the key research questions but extremely diverse in their KM needs and roles (i.e., how they would best take up and capitalize on that knowledge and how they can contribute to informing the research questions and/or designing the research methodologies to best inform their decisions).

Develop Meaningful Research Outputs for Stakeholders

- Ensure that knowledge or technology is both delivered to end users in an end-user friendly format and altered to maximize impacts.

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- Deliver two types of outputs: 1) the science outputs typically associated with high quality research and 2) end user-oriented outputs that enable knowledge uptake and end user-defined outcomes identified by Network partners. The KM Manager will lead the dissemination of all end user-oriented outputs, including in person workshops, webcasts, and conferences that include continuing education units.

Network Communications Plan

- Develop and implement a network communications plan.
- Be responsible for communications with the media and general public.
- Maintain the *forWater* Network's website and social media account, deliver youth outreach, and assist the HQP Training Coordinator with delivering KM training to network HQP during the annual *forWater* source-to-tap training program week.
- Work with university outreach to deliver press releases and profile-raising stories and materials and to field and direct outside inquiries for information.
- Develop/implement end-user reports as well as other reporting and survey templates
- Prepare factsheets and targeted white papers.

**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 in social science, environmental science, or other related field, with 5+ years of relevant experience; a graduate degree is strongly preferred.

Experience

- Familiarity with survey development, implementation, and statistical and qualitative analysis of survey results.
- Demonstrated experience working directly with diverse stakeholders across multiple disciplines; direct experience working with drinking water utilities is preferred.
- Direct experience working with the academic research community.
- Knowledge mobilization theory or practice, or experience with the integration of research-based evidence into policy or practice.

Knowledge/Skills/Abilities

- Work independently and complete tasks professionally.
- Schedule and coordinate multiple projects.
- Synthesize large amounts of information to distill key points and implications for non-academic audiences.
- Prepare and deliver effective presentations.
- Prepare concise, clearly-written reports.
- Adapt written and oral communications to meet the information needs of different audiences.
- Effectively work, communicate, and build rapport with senior researchers and executives in different sectors.
- Lead webinars and workshops.
- Work independently, and work as a contributing member of a larger team.
- Be comfortable dealing with the media.

Nature and Scope

- **Contacts:** Internal contacts include the research team and other similar teams and KM managers in the UW Water Institute and the Canadian Water Network (CWN); this includes for example, being embedded at the CWN to enhance his/her experience. External contact includes interactions with diverse stakeholders across multiple disciplines.
- **Level of Responsibility:** Reporting directly to the *forWater* Network's Principal Investigator, the KM Manager will also benefit from mentorship in KM best practices and approaches by senior staff at Canadian Water Network (a network partner located at University of Waterloo). This position does not include the direct supervision/management of others but does require the ability to be an active participant in a team environment.
- **Decision-Making Authority:** There is substantial decision-making authority within the realm of activities described in the job description but usually with oversight when possible. The authority does not typically extend to large purchases or project management and direction.
- **Physical and Sensory Demands:** Demands are consistent with using a computer at an office desk in a fast-paced environment as well as those associated with air and ground travel with stayovers.
- **Working Environment:** The incumbent will be based in an office which could be shared with from time to time. It is generally a quiet atmosphere. However; this is juxtaposed with occasional substantially active intervals related to Network events including somewhat frequent travel to various locations across Canada to visit our diverse, multi-sectoral partner base, attend conferences, and participate in project specific events such as board of director's meetings, annual general meetings, and high-quality personnel training.