

Job Description

Job Title:	Research Development Officer
Department:	3350 Science
Reports To:	Associate Dean of Research
Jobs Reporting:	Click here to enter text (please enter job titles, not incumbent names)
Salary Grade:	USG 12
Effective Date:	January, 2021

Primary Purpose

The Research Development Officer supports the research enterprise in the Faculty of Science, primarily in the areas of facilitation of grant and award applications, and student scholarship proposals. Under the direction of the Associate Dean of Research, the incumbent supports priority initiatives with technical writing expertise and guidance to enhance probability of success, particularly with respect to grants, awards and scholarships. As well, the incumbent facilitates research development opportunities and serves as a key liaison for the Faculty of Science with the Office of Research for grants and awards.

The Research Development Officer will be required to work collaboratively with individuals from a wide range of academic and administrative units, both within the University and outside of it, and to participate on research-relevant Faculty and university committees.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Faculty Research Development

- Work with the Associate Dean, Research, and Faculty leadership (Dean, Directors, Department Chairs) to develop long-term strategic plans for research within the Faculty;
- Facilitate cross-departmental links, interdisciplinary research, and collaboration in the context of strategic priorities;
- Work with the Associate Dean, Research, Science Research Fellows and senior faculty to develop formal and informal mentoring strategies in the Faculty to enhance research success for faculty facing a variety of challenges;
- Serve as liaison and point person for information related to funded research grants, award recipient lists and other research-related information. In conjunction with the Science Communications team, facilitate communication of this information for research promotion, awards celebration and other strategic purposes on behalf of the Faculty;
- Develop and maintain a reference database of researcher areas of expertise and research to enable the identification of potential research collaborations, grants eligibility, and Faculty research strengths .;
- Provide research-related content for the Research section of the Faculty website and for communications to external/internal audiences, as needed.
- Promote a lively and collegial internal research culture by providing, as appropriate, multiple opportunities (forums, events, seminars and workshops) for researchers to meet informally and develop shared interests and initiatives;

Job Description



- Maintain familiarity with trends in higher education and research funding through regular perusal of publications such as University Affairs, the CAUT Bulletin, the Chronicle of Higher Education and Education Matters,.; maintain familiarity with research trends, initiatives, and goals within the University through regular perusal of UW's Strategic Plan and Strategic Research Plan as well as Office of Research reports and brochures.;
- Organize and manage select Faculty-wide research events such as conferences, seminars, workshops, and special lectures, as required;
- Participate, as appropriate, in research-relevant Faculty and university-wide committees; including the Science Research Advisory Committee, and Waterloo Awards Committee.
- Attend Science Administrative Committee meetings; and attend meetings of Departments and Schools, as required.
- Liaise with Equity Office and Office of Research Equity manager to ensure materials and training are available for faculty to support their research and recruiting efforts to facilitate grant application success.

Research Grants, Awards, and Scholarships Facilitation

- Work with the Associate Dean, Research, to increase the number of applications and the success rate of Faculty grant applications for faculty competing in Tri-Agency and other competitions;
- Provide direct support to Faculty researchers applying for internal or external research grants by providing pre-submission consulting and guidance as well as support with applications underway, including substantive feedback on content and presentation, and, where required, editorial assistance;
- Provide indirect support for Faculty researchers applying for internal or external research grants by distributing timely information and help sheets (e.g., grant deadlines, FAQs, grant writing tips, internal peer reviewer lists, proposal templates.) and occasional mass-emailing;
- Engage directly in the writing of grant proposals for select grant applications (e.g., CRCs, CFIs, and larger collaborative or institutional grants);
- Liaise with Office of Research grant officers and financial managers to ensure appropriate grant and project management processes such that quality grant applications are delivered in a timely fashion and university requirements are met;
- Provide grant-writing seminars for faculty and graduate students, as required;
- Participate in professional development opportunities (e.g., conferences, grant-writing workshops) to ensure up-to-date knowledge and professional skills;
- Work with the Associate Dean of Research, Research Fellows and Waterloo Awards Committee to identify suitable candidates for national and international research awards and prizes (e.g., Royal Society, Killam). The incumbent will also work with the Departmental Awards Committees, Research Fellows and Associate Dean of Research to identify suitable candidates for subject-specific awards and awards for junior faculty;
- Provide support to chairs/directors and nominators in the development of competitive academic award and prize nominations;
- Work with the Associate Dean, Graduate Studies to provide workshops, seminars and information packages for major competitive scholarships to increase student success. Review scholarship applications and provide strategic feedback.

**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*

Job Description



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

<p>Education</p> <ul style="list-style-type: none">• Master's degree or equivalent post-graduate experience. Technical writing training or education an asset.
<p>Experience</p> <ul style="list-style-type: none">• 3+ years relevant experience in a university research or research administration environment• Experience with preparation of individual and multi-author research proposals for government funding agencies is strongly preferred• Demonstrated ability to review and edit grant proposals and budgets for science or related disciplines• Knowledge of tri-agency programs and policies• Familiarity with other major research funding programs, both federal and provincial• Must be able to compile and integrate relevant information (both qualitative and statistical) from a broad range of sources to strengthen proposals and reports• 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)• Strong project- and time-management, attention-to-detail, and problem-solving skills• Strong writing, editing, and presentation skills• Strong analytical skills and the ability to integrate and synthesize complex data and ideas
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Ability and confidence to communicate effectively with researchers from a variety of disciplines, with staff and senior administrators, and with sponsors• Ability to work with confidential information• Ability to work independently, and the capacity to work effectively and efficiently in a complex, fast-paced, and changing environment with numerous deadlines and priorities

Nature and Scope

- **Contacts:** The role requires routine engagement with the Associate Dean of Research and the Science Communications Officer. In the execution of primary accountabilities the incumbent will work directly with faculty members and with the UW Office of Research staff.
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** Provides Associate Dean of Research with decision support in the establishment of timelines, allocation of personnel and resources to support strategic research objectives of the Faculty of Science.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.

Job Description



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- **Working Environment:** Located in a comfortable indoor area. Much of the time is spent sitting in a comfortable position with opportunity to move about. There is 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.