Job Description

Job Title:	Associate Director, Research Strategic Initiatives and Research Oversight
Department:	Office of the Vice-President Research and International
Reports To:	Executive Director, Research Strategic Initiatives
Jobs Reporting:	None
Salary Grade:	USG 13
Effective Date:	July 2023

Primary Purpose

Working directly with the Executive Director, Research Strategic Initiatives (ED) and the Associate Vice-President, Research Oversight and Analysis (AVPROA), the Associate Director, Research Strategic Initiatives and Research Oversight is responsible for supporting and executing key strategic files of priority in the Office of the Vice-President, Research and International (VPRI). The Associate Director, Research Strategic Initiatives and Research Oversight conducts background research, develops reports and acts as a liaison on the strategic priorities and objectives of the VPRI including within the Office of Research, Waterloo International, and Waterloo Ventures; writes and facilitates key communications and reports for the VPRI; supports the development and implementation of Waterloo's Strategic Plan, the Research Strategic Plan and the Internationalization Strategic Plan; and functions as an interface with the VPRI, the Associate Vice-Presidents (AVPs), ED, Directors and other campus stakeholders.

Key Accountabilities

Research Strategic Support:

- Provides direct support to the VPRI and ED by identifying, researching, planning and implementing, in conjunction with other members of the senior leadership and OVPRI teams, strategic research initiatives and high priority projects for advancing the key priorities of the OVPRI, as they relate to the University of Waterloo Strategic Plan and Waterloo @100.
- Supports the VPRI, and AVPs in the advancement, execution and achievement of annual strategic workplans and priorities including monitoring, tracking, and reporting on progress.
- Support the measurement and evaluation of the VPRI and AVP work-plans with a focus on the creation of an organizational dashboard for impact and organizational effectiveness.
- Identify key indicators or KPIs to measure research impact and outcomes including the use of data analytics and bibliometrics, where appropriate.
- Liaise effectively with key stakeholders to enhance strategic initiatives of the Office of the VPRI.
- Support the organization, planning and execution of VPRI and AVP and Director retreats including overseeing follow-up on agreed action items.
- Support Senior Leadership Team (SLT) meetings – developing strategic agendas, identifying strategic agenda items, ensuring the appropriate timing of these items on the Agenda.

Research Oversight and Analysis

- Provides direct support and works closely with the Associate Vice-President, Research Oversight and Analysis on matters related to the Responsible Conduct of Research (RCR) accountabilities of the Federal government and University, including conducting Inquiries and supporting Investigations to determine if a breach has occurred, ensuring all timelines are met.
- Participate in RCR Forum meetings and maintain up-to-date on RCR-related issues and update internal documents and procedures to align with Ottawa's requirements.
- Provides direct support and works closely with the AVPROA on priority and emergency initiatives related to research, research safety at the University, including developing communications and updates to websites.
- Drafts and reviews RCR reports prior to submission to VPRI and Secretariat's office in Ottawa by the specified deadlines.

Strategic Administrative Communications & Reporting

- Develops for the VPRI and ED written materials and memo messages (e.g., to Deans, Associate Deans of Research), reports including monthly Senate and quarterly Board of Governor reports, presentations, remarks and other communication materials, as required.
- Prepares backgrounders for strategic initiatives within the Office of the VPRI.
- Supports the communications team in the development and writing of key communications for the VPRI, including briefings, presentations, addresses for internal and external communications, letters of thanks and acknowledgements and national and international speaking engagements and presentations.
- Drafts responses and coordinate responses to critical issues that emerge from the OVPRI.
- Develop project-related reports for various internal audiences (e.g., VPRI Senior Leadership Team, President, Vice-Presidents, Deans) and external, off-campus stakeholders (e.g., provincial/federal government).
- Works closely with the ED in preparing meeting materials for President/ Vice-President and Deans' Council+ weekly meetings.

Project Management

- Mange complex, special projects (e.g., research security) that require engagement with internal and external key stakeholders including development of terms of reference, holding regular meetings and documenting actions and next steps, and completing projects (including report writing and presentation of results) within a specified timeframe.
- Works with the Project Management Team to create and execute project plans and update as appropriate, over time, to meet changing needs and requirements of select strategic files for the Office of the VPRI.
- Monitors assigned project schedules and timelines and is accountable for timely completion of objectives and key results.
- Liaise with and coordinate actions with stakeholders for strategic projects to ensure roles are clear and actions are executed effectively.
- Provide support for the planning, execution, monitoring, and reporting of project related activities within the Office of the VPRI.
- Identifies and manages risks associated with projects that might jeopardize the success of the project and/or the outcomes.
- Develops project-related documents including key communications, reports, presentations and other project-related documents as required.
- Ensures that all timelines and deadlines for Responsible Conduct of Research files are met and the outcomes are reported to the Secretariat by their required deadlines.
- Support the coordination of various councils and committees of the OVPRI, as needed.

**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

- Completion of a graduate degree or bachelors with equivalent related experience

Experience

- 5-7 years of progressively responsible experience in supporting executive level strategic planning, strategic plan and/or workplan reporting, strategic management, project management and administration.
- Support executive level oral and written strategic, administrative communications.
- 3-5 years working in a research intensive, higher education environment (preferred)
- Experience in data analytics and/or bibliometrics and executive level reporting (highly desirable)

Knowledge/Skills/Abilities

- Demonstrated ability to:
  - manage multiple concurrent projects with different groups.
  - take a proactive approach in service delivery; and
  - communicate effectively with faculty, staff, senior university administrators, and external partners from a variety of disciplines.
- Tact, diplomacy, and discretion in handling all matters related to research security and Responsible Conduct of Research files.
- High level of organization, and timely execution of tasks.
- Exceptional communication (oral and written), interpersonal, relationship building, customer service, negotiation, consultation, presentation, analytical, leadership and organizational skills.
- Exceptional client service orientation.
- Strong proficiency with a variety of computer software applications including word processing, presentation, spreadsheet, database management and other software is required.
- Knowledge of data analytics, bibliometrics, program evaluation processes (goal setting, process, outcome evaluation methods) are required.
- Critical thinking and analysis skills.
- Ability to work independently and in a supportive, high functioning team environment.

Nature and Scope

- **Contacts:** This position liaises regularly with various internal and external stakeholders regarding various research projects and related matters. Internal contacts include: AVPs, Directors, members of Office of Research, Waterloo International, Waterloo Ventures, University administration personnel (e.g., Office of the President, VPs etc.,), and other offices including Health and Safety, Campus Wellness, Government Relations, Department-level safety officers and faculty members across the six University Faculties. External contacts include the Secretariat on Responsible Conduct of Research, other VPRs, AVPs and faculty and staff members from other Canadian universities.
- **Level of Responsibility:** Responsible for time management, project management and communications. Often manages highly confidential and complex issues for the VPRI, and/or AVPs, and/or Executive Director which may involve government, media, corporate leaders, opinion leaders, faculty, staff and students – often high risk of impact on institutional reputation if not managed well. Responsible for ensuring that project deadlines are adhered to and submitted on time. Responsible for management and implementation of key projects and for providing advice and support on the communication strategy of the VPRI units.
- **Decision-Making Authority:** Must be capable of making decisions independently and knowing when to escalate matters to the ED or VPRI and contributing positively and creatively to discussions around strategic decisions to be made by the VPRI. Provides advice to the Executive Director on decisions regarding complex matters including the external and internal messaging and communications being delivered from the VPRI office.
- **Physical and Sensory Demands**: Minimal demands typical of operating within an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions, although the incumbent will, from time to time, work in high stress situations**.**