

## Job Description

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<b>Job Title:</b>	Senior Project Officer
<b>Department:</b>	Statistics and Actuarial Science
<b>Reports To:</b>	Project Director, Flood Impacts, Carbon Pricing and Ecosystem Sustainability Project (FINCAPES)
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	February 2023

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### **Primary Purpose**

The Senior Project Officer (SPO) supports FINCAPES operational and program leadership to help accelerate and advance strategic priorities, and to implement activities that support the achievement of the targeted project outcomes. The SPO provides support for all communications, monitoring, and reporting to both internal and external partners. In addition, this role is responsible for all administrative, facility and equipment for all Waterloo based employees.

### **Key Accountabilities**

#### **Project Implementation Support**

- Provide administrative and database support for monitoring of the implementation of the FINCAPES project, providing timely and quality support to the Project leadership.
- Prepare regular progress reports in accordance with contractual requirements under direction from the Project Director.
- Manage all multi-user data and information sharing platforms.
- Monitor submission deadlines associated with key project documents (logic models, performance measurement frameworks, budgets).
- Maintain an advanced understanding of current international development issues, and relevant Canadian government policies and programs.
- Develop and maintains a good working knowledge of current Waterloo research, activities, and centers of excellence relevant to FINCAPES project themes and emphasis.
- Support the Project Director, in monitoring contractual agreements with Global Affairs Canada, international stakeholders, partners and consultants to help ensure that work plan, reports and performance targets are met.
- Other duties and responsibilities, associated with special and short-term projects or committees, to help support and accelerate project progress as assigned.

#### **Communications, Liaison and Reporting**

- As directed by the Project Director, prepare appropriate briefing materials, status reports, statistical information/analysis, recommendations, and translations.
- Prepare briefs and other materials, public speaking notes, and media work representing FINCAPES.
- Prepare documentation and dissemination of program experiences and lessons learned and ensure adherence to Waterloo and Global Affairs Canada standards and requirements, as provided by project leadership.
- In consultation with the Project Director, respond to external requests for information related to the development of policy, or in matters of public position involving Waterloo, and prepare or provide comments on relevant correspondence while adhering to strict standards of confidentiality.

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- Develop and maintain the FINCAPES English-language website, and ensure accurate and timely information is made available, in compliance with both Waterloo and Global Affairs Canada standards and guidelines.
- Create English-language multimedia content for project social media channels, and a suite of central institutional print and digital collateral used to advance the FINCAPES project themes.

### **Administrative, Facilities & Equipment Management:**

- Under the direction of the Project Director, the SPO will help organize, manage, and implement incoming high-level international delegations and partners, outgoing missions, visiting scholar programs and international partnerships.
- In collaboration with the Project Director, coordinate logistics for hiring and management of temporary employees and consultants and participate in short-listing and interview processes; Provide advice, recommendations and coaching as required.
- Facilitate and advise on visa processes and serve as the primary contact with the Indonesian Embassy for visa matters.
- Ensure proper processes are in place for the recruitment, evaluation and pay of temporary employees and co-op students.
- Prepare appointment and payroll activities for review by the Project Director and onward processing.
- Assume responsibility for specified initiatives, including resources, time, and ensure proper control of financial expenditures for the activities, as requested by the Project Director.
- Develop outbound visit plans for senior leadership travel including rationale, coordination of meetings, correspondence, travel logistics, gifts, and tactical advice.
- Serve as primary contact for all visitors and assist with cultural and logistical adjustments when needed.
- Organize and coordinate the setup of Waterloo-based facilities and equipment, including assignment of space, assigning computer equipment, keys, telephones, computer accounts.

*\*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**

- University degree or equivalent combination of education and experience.

#### **Experience**

- 4+ years of administrative experience.
- 4+ years of experience in supporting the monitoring and evaluation of large multicomponent projects would be preferred.
- Experience in supporting the creation of documentation and dissemination of project results.
- Experience working in Indonesia, or with Indonesians, would be considered a strong asset.

#### **Knowledge/Skills/Abilities**

- Demonstrated research skills including online/electronic searches.
- Demonstrated ability to successfully work collaboratively with a variety of stakeholders at different levels.
- Highly competent in managing information and administration processes.

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- Strong organizational, communications and interpersonal abilities.
- Demonstrated ability to undertake creative and innovative problem solving.
- Excellent English writing and editing skills to support preparation of project reports and briefing materials.
- Demonstrated capacity to work both in a self-directed manner, and collaboratively.
- Demonstrated capacity to work effectively in a wide range of cultural and political settings.
- Ability to undertake international travel, as needed.
- Proven ability to provide a mature, competent, and professional presence vis-à-vis external agencies; domestic and international government officials; and university administrators, faculty, staff, and students.
- Demonstrated ability to build consensus, maintain confidentiality, exhibit sensitivity to the needs and interests of a variety of stakeholders, and support the functioning and collaboration of a diverse team both within an individual department and across Waterloo.
- Strong organizational skills coupled with the ability to handle multiple tasks, meet tight deadlines, and excel in a fast-paced environment characterized by changing priorities and arrangements.
- Demonstrated ability to thrive in and contribute to an integrated, collaborative, and multicultural and multidisciplinary team environment, and to apply a positive team approach to collaborating with colleagues.
- Evidence of sound judgement, tact, and the ability to positively influence and motivate others.
- Understanding of the policies, practices, and research expertise available at Waterloo is an asset.
- Understanding of the policies, practices, and requirement of a range of institutional funders, especially Global Affairs Canada (formerly DFATD or CIDA) is an asset.
- Knowledge of the broad range of academic programs, support services, and research expertise available at Waterloo.
- Advanced experience with Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Teams, and intermediate competency using project management software and cloud storage systems would be considered an asset.
- Ability to demonstrate leadership, diplomacy and integrity when dealing with internal and external stakeholders.
- Ability to establish and maintain productive working relationships across large organizations.
- Ability to communicate effectively with colleagues, clients, and external stakeholders, including the media.

### Nature and Scope

- **Contacts: Internally**, communications with a wide range of departments and groups, at all levels, to manage and facilitate the successful development and implementation of Waterloo's international development projects; Including but not limited to: Project Director, Project Field Director, Senior staff in Dean's Office, Senior Staff in President's Office, Office of Research, Co-operative Education Staff, Creative Services/Communications, Faculty of Mathematics Faculty and Staff, Faculty of Environment faculty and staff, faculty and staff of other Faculties **Externally**, communicates with a wide variety of domestic and international audiences to deal with, influence, and motivate others to achieve Waterloo's international development goals; including but not limited to: Canadian government agencies, university agencies, associations, governments, public media.
- **Level of Responsibility:** Manages project related function or process; responsible for the effective implementation of initiatives required to meet time sensitive deliverables in a fast paced and rapidly changing environment, meeting tight deadlines and supporting international partnerships, including supporting the success of external missions, visiting scholar programs and high level international

delegations that visit the international development unit or which have the potential to lead to further expansion of international development programming for Waterloo.

- **Decision-Making Authority:** Continually provides input to support decisions about the most effective and efficient methods of implementing project initiatives, organization of resources, personal interactions and collaboration, work flow, consultation, budget, and other key accountabilities; assistance to help determine the optimal course of action to solve problems and to exert a positive influence on other stakeholders, adapting positivity to a demanding work environment with changing priorities and visitor arrangements, and exercising diplomacy in welcoming visiting delegations and representing Waterloo when on overseas missions.
- **Physical and Sensory Demands:** While on campus, minimal demands typical of a position operating within an office environment; periods of extensive sitting and concentrated use of visual senses; physical effort that may result in moderate fatigue, strain, or injury, because of substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail. While on overseas missions, can experience extreme demands because of unavoidable exposure to challenging physical and social environments and disruptions in lifestyle coupled with unusual hours/schedules; worldwide travel involving overnight stays in hotels in order to represent Waterloo and to conduct strategic meetings with international entities; requirement to remain physically and mentally alert, enthusiastic and cheerful under pressure and in unfamiliar environments; constant alertness required during travel, driving and meetings.
- **Working Environment: Travel:** Domestic and International travel required. **Working Hours:** Work outside the normal operating hours of the institution; work under stress because of tight deadlines and visiting delegations and missions. Frequent meetings and conference calls early morning and late night to accommodate 12-hour time difference between Ontario and Jakarta, Indonesia **Risks – physical and psychological: On Campus:** While on campus: minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with management-level responsibilities. **Abroad:** Exposure to physically challenging conditions during travel: 8-24-hour plane rides in economy class, with little opportunity to stretch and move about; extensive road and rail travel to project sites and meetings; standing for long periods; tropical temperatures and weather conditions; substantially elevated levels of smog and pollution; and insects; living in hotels and spending time away from the office and home; necessity of putting personal/social activities on hold. **Risks - physical and psychological while travelling:** possibility of exposure to political unrest and increased potential for unstable social and health care conditions; difficulties associated with travelling and communicating where English is not the first language; additional hours of work and prolonged absences from office and home; multiple and/or tight deadlines related to the expectation that correspondence and responses to accumulated emailing inquiries be dealt with even during absences from the office; increased stress during travel caused by tight scheduling that maximizes effectiveness in an area and consequent pressure resulting from unplanned events such as traffic delays and inclement weather.