

## Job Description



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<b>Job Title:</b>	Editorial and Proposal Development Officer
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Director, Institutional Research and Director, FANS
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	October 2018

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### **Primary Purpose**

The overall objective is to advance the strategic research interests of researchers across the university, through production and editing of effective, technically oriented research proposals. The incumbent is responsible for writing, reviewing, editing, and coordinating a wide range of materials in support of a variety of research initiatives. Specifically, he/she will review researcher-initiated research proposals, and develop application support material / templates, technical materials, and letters of support for key proposals.

### **Key Accountabilities**

**Research Grant and Awards Facilitation: coordinate, advise on proposal development and execution, review, and edit research proposals to advance strategic research initiatives, including but not limited to:**

- Contribute to the writing of 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, 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 power point presentations and briefs
- Providing the Director, FANS and Director, Institutional Research with strategic advice, information, and data related to upcoming funding opportunities to support decision making and establishment of internal deadlines
- Providing the Director, FANS and Director, Institutional Research with quality assessment reviews of complex and/or problematic applications
- Establishing and maintaining contacts across the university and relevant funding agencies to ensure information provided and interpretation of guidelines to researchers are complete, current, and accurate

**Establish procedures and guidelines for preparation and submission of research proposals to meet internal and external deadlines, including but not limited to:**

- In consultation with the Director, Institutional Research, track and provide reporting of our roster of technical writers, including assigning projects and processing invoices received.

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- Monitoring government information sources to identify funding opportunities and ensure new applications comply with evolving assessment methods, guidelines, evaluation criteria, and deadlines
- Establishing internal procedures and timelines for preparation and submission of proposals to meet agency guidelines
- Developing and updating program-specific support materials to guide researchers through proposal preparation
- Establishing guidelines for technical writing support across the suite of programs managed by the FANS and Institution Research Groups
- Coaching and mentoring faculty members on writing persuasive, strategically positioned technical research materials 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
- Participate in outreach activities such as providing writing workshops

**Research and write research reports and documents that profile research application submissions, including but not limited to:**

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

*\*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**

- A Bachelor's degree required. Education or training in a STEM discipline is preferred.

**Experience**

- Minimum of 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

**Knowledge/Skills/Abilities**

- Have superior oral and written communication skills
- Have the ability to write (research proposals), and research presentation materials (power point) for broad audiences (researchers, internal committee members and technical reviewers)
- Have well-developed editorial skills
- 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
- Have the ability to work independently and with other people
- Have the ability to work in a dynamic environment, with shifting timelines and priorities
- Have the ability to handle multiple assignments simultaneously, while adhering to tight timelines
- Have the ability to think critically and analytically.
- Be very attentive to detail

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- Experience with Outlook, Adobe Acrobat Professional, Microsoft Word, Microsoft Excel, including features such as databases and pivot tables, and PowerPoint. Basic experience with Sharepoint. Experience with data entry on standardized forms and webpages for funding agencies is necessary.

### **Nature and Scope**

- **Contacts:** Internally, the incumbent will present and work directly with staff in the FANS and Institutional Research groups, VPR, AVPR. The incumbent will discuss research ideas, provide strategic advice and funding opportunities and collaborate on proposal preparation with admin staff and faculty researchers across campus in the Faculties and Research Centres and Institutes. Externally, the incumbent will engage with faculty and staff from other universities, funding agency personnel, and government administrators to develop and promote research opportunities.
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance / advice to others.
- **Decision-Making Authority:** The incumbent will provide the Directors of FANS and Institutional Research with decision support on the establishment of deadlines for internal review of funding program applications.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Located in a comfortable indoor area. Much of the time is spent sitting at an office desk with opportunity to move about. 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 internal and external deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions.