

Job Description

Job Title:	Research Coordinator
Department:	Future Cities Institute
Reports To:	Managing Director, Future Cities Institute
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2024

Primary Purpose

The Research Coordinator (RC) provides operational leadership and management, technical writing pertaining to large-scale domestic, international and other research programs, research grant development and applications, research program monitoring and reporting, and research-related education programs.

The RC provides necessary support to the FCI's Director, Research and Managing Director (MD) and the FCI's members to ensure the FCI's research ecosystem and international partnerships grow and sustain and able to capitalize on new opportunities. This role works closely with various FCI members and stakeholders (both internal and external) to ensure the successful execution of FCI's mission, as outlined by the Director. The RC plays an important anchoring role in terms of engaging FCI's Thematic Leads/coLeads/Working Group members and FCI's Advisory Board.

Key Accountabilities

Major Awards and Grants Applications

- Develop and implements strategies to increase the number of funding proposal submissions and reduce barriers for success
- Maintain close working relationships with FCI members for an in-depth understanding of expertise, activities and priorities to directly support individual grant writing and proposal submissions
- Pro-actively identify external research funding opportunities of interest to researchers for projects and supports the development and review of applications to external competitions
- Understand and interpret university policies and procedures as they relate to grants and contracts, financial management, and institutional and industrial research programs
- Write research proposals, both for internal and external competitions including background preparation, fact-checking, and translation of technical research information into accurate text that is understandable, readable, and appropriate to the target audience
- Coordinate 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
- Establish and maintain contacts within the Office of Research and relevant funding agencies to ensure information provided and interpretation of guidelines are complete, current and accurate

International Strategic Partnerships

- Manage, coordinate and cultivate collaborative international partnerships with key external partners, in consultation with the Director and MD, particularly as they relate to international research and development projects
- Draft and manage institutional agreements, working closely with Graduate Studies and Postdoctoral Affairs (GSPA), Waterloo International (WI) and Legal and Immigration Services (LIS) (e.g.

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<p>Memoranda of Understanding, Joint Academic Program Agreements, etc.) ensuring all are successfully renewed</p> <ul style="list-style-type: none">• Create complete reports on active and potential strategic partnerships including gathering, organizing and analyzing pertinent data; organize and implement international activities and programs to the University community, government agencies and other external partners• Ensure all immigration requirements are met for international visitors, faculty and students, working closely with partner and LIS
<p>Research Support and Knowledge Sharing Activities</p> <ul style="list-style-type: none">• Organize, host and present at national and international conferences for research impact of FCI faculty members; participate in organizing committees for various large-scale conferences• Plan, organize, write and edit editorial publications for major scientific journals, working closely with the Director, FCI domain experts and editors-in-chief of major journals• Work collaboratively with UW sister institutes for interdisciplinary projects to expand breadth and scope of research themes, to include grand challenges for large-scale national and international funding programs, outreach and public engagement projects (digital tools for public education)• Analyze research impact, including bibliometric analyses of FCI Research Productivity, working with UW library tools such as Scopus• Manage, monitor and track budgets, milestones and statistics related to research programs• Event coordination, conference and workshop organization and delivery
<p>FCI Awards Program</p> <ul style="list-style-type: none">• Lead the ongoing promotion and advertising of the fellowships domestically and internationally to attract top students• Lead annual call for applications and manages the questions, deadlines and successful intake of applicants• Collect, organize, pre-screen and vet all applications to deliver to adjudication committee• Support the Director and MD and the granting committee with respect to the organization and selection of awardees• Work closely as non-voting member of Strategic and Adjudication Committees to ensure fair and transparent evaluation process; announce results and report outcomes
<p>Research Communications</p> <ul style="list-style-type: none">• Work with the Communications Manager to compose press releases / public communications regarding international & research program outcomes• Roll-out communication to FCI members about research funding opportunities• FCI Website – support communications manager to compose text for posting on Research Programs, International Partnerships, Events, fellowships, and special-interest pieces• Assist communications manager with Annual Reports including drafting welcome message for the Director, and other key stakeholders

**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

<p>Education</p> <ul style="list-style-type: none">• At least a Master's degree or equivalent experience,, preferably in a STEM field
<p>Experience</p>

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- Experience in a research-driven academic environment; experience with academic funding programs in Canada and Ontario would be beneficial
- Experience developing research communications material, in particular grant proposals and reports
- Experience working with large and complex data sets
- Experience with project management
- Experience in using quantitative and qualitative data to provide support a business and/or academic initiative

Knowledge/Skills/Abilities

- Superior oral and written communication skills
- The ability to write short copy, long copy, and research presentation material for broad audiences (technical reviewers and lay audiences)
- Well-developed editorial skills, including experience in copy editing
- 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
- Data management, manipulation, interpretation and analysis skills
- Working knowledge of a variety of reporting and data management and visualization tools (e.g., Sharepoint, Excel, MS SQL Server, MS Access, Tableau)
- Strong organizational and analytical skills
- Ability to work both independently and as a member of a team
- Ability to think creatively and show initiative to solve problems and improve working procedures
- Strong technical communication skills, able to draft clear concise reports and translate data into actionable information
- Strong interpersonal skills, with the ability to build effective relationships with key collaborators across campus

Nature and Scope

- **Contacts:** Internally, the incumbent communicates with professors, departmental Unit Heads, ADR and Dean within the Faculty of Environment. The incumbent interacts with Research Funding Managers in the Office of Research (OR) as well as Directors of other UW Institutes and various UW service offices. Externally, the incumbent coordinates research activities to assist researchers, with potential industry and government research funding liaison officers, other Canadian universities, corporate research partners, Government ministries and Funding agencies
- **Level of Responsibility:** The incumbent performs specialized, high-level work with minimal supervision and manages the operations and implementation of highly-specialized functional processes. This includes the provision of management support for large scale domestic, international research grant development and awards, institutional agreements and partnerships, and awards promotion and procedures. This role cultivates and maintains strategic relationships with internal and external stakeholders, with tact and diplomacy.
- **Decision-Making Authority:** Works independently with FCI members and on grants and programs. Provides advice and guidance to faculty and students on research programs and partnerships. Demonstrates high-level ability to create final drafts for review by Director before submission for reports, publications and presentations, as well as for outreach and public engagement content
- **Physical and Sensory Demands:** This role requires mental concentration and attention to detail. The majority of the job is spent at a desk working on a computer.
- **Working Environment:** Typical academic office environment; regular working hours, with some evening/weekend work required; minimal exposure to disagreeable conditions in the workplace.