

Opportunity at the University of Waterloo

Job Title: Project Manager

Reports to: Dr. Merrin Macrae, Dept. of Geography and Environmental Management, University of Waterloo

Location: Main Waterloo campus

Wage: \$50,000/year + benefits for a 3-year term with possible extension beyond this.

Start Date: October 1, 2017 or earlier

Job Description:

The position primarily involves supporting the Principal Investigator, Merrin Macrae, in managing a large, multi-university project focused on climate change and agricultural systems across Canada. The project, [Agricultural Water Futures \(AWF\)](#), is one of the University of Waterloo led [projects](#) funded under [Global Water Futures](#). AWF involves 16 university and government scientists from three Canadian universities, three federal government agencies, and a number of provincial/regional organizations. Duties are to ensure: i) the ready flow of data and information within the network and to and from users and collaborators via database management; ii) network communications including meetings, website development and maintenance, reports, newsletters, briefings, presentations and workshops; iii) budget and financial accountability; iv) documented committee meetings, and v) the smooth operation of AWF and its reporting to the funding agencies, users and the public. Additionally, the position involves providing scientific and technical support for the research programs of the PI and one co-Investigator (R. Gordon, WLU).

Qualifications and Additional Information on Responsibilities

Education and/or Experience Requirements	<ul style="list-style-type: none">• Undergraduate degree;• 2+ years relevant experience in and knowledge of project management concepts and processes;• Either a research graduate degree or equivalent related experience which provides strong knowledge of a research environment;• Demonstrated organizational and administrative skills;• Demonstrated ability for attention to detail;• Well-developed interpersonal & communication skills.
Research Project Management	<ul style="list-style-type: none">• Manage and/or support the planning, development and implementation of research projects and related reporting activities;• Ability or demonstrated potential to coordinate preparation of grant proposals;• Work pro-actively with minimal supervision to assist the PI in all aspects of day-to-day project management tasks as assigned by PI.• Assist with budget monitoring for the purpose of decision-making for project work plans and resource allocation, respecting funding guidelines;• Participate in the development of, and obtain approvals for, work plans/timelines including scope, deliverables and budget;• With assistance / support, prepare for and participate in stakeholder meetings;• Provide background materials & general support for meetings;• Manage documentation for signing authorities, IP / confidentiality requirements.

	<ul style="list-style-type: none"> • Liaise with relevant managers and financial analysts for the grant/contract/award to ensure UW and sponsor policies and procedures and met, and all parties are up-to-date on progress.
Sustainability and Business Development	<ul style="list-style-type: none"> • Provide specific advice on simple established programs as appropriate; • Assist PI and project partners, including NGOs, government and industry, to identify new opportunities for collaboration; • Manage and cultivate internal and external relationships with project partners; • Assist with the development of sustainability plans for the ongoing viability of the project; • Assist with the development of commercialization and technology transfer plans, gathering information about available support mechanism and resources.
Knowledge Translation	<ul style="list-style-type: none"> • Ensure high quality research deliverables through the preparation, presentation and dissemination of concise, accurate reports, fact sheets and other knowledge translation materials associated with the project;
Training & Development	<ul style="list-style-type: none"> • Proficiency with a variety of computer software applications including word processing, spreadsheet, database management and web design software
Business Knowledge and Processes	<ul style="list-style-type: none"> • General knowledge of project management principles and role of university research; • Is able to identify risk and bring it to the attention of the PI
Judgment & Decision Making	<ul style="list-style-type: none"> • Make day to day decisions, mostly defined by process; • Apply standard processes and procedures; • Developing professional judgment, decisions are based on predefined answers / standard FAQs; • Consult with others on unstructured problems.
Leadership & Mentoring	<ul style="list-style-type: none"> • Contribute to all internal procedures documents, training manuals; • Proactively offer input to team meetings; • Assistance with manuscript and presentation preparation and editing
Time Management	<ul style="list-style-type: none"> • With assistance of others, establishes priorities and estimate time required to complete tasks; • Manage multiple priorities and deadlines;
Communication	<ul style="list-style-type: none"> • Competent in written and oral communication skills; • Able to assist with the organization and editing of manuscripts • Able to clearly communicate program information to stakeholders; • Participate in group discussions and provide input where experience allows; • Pro-actively and regularly communicate with the project team to keep members (both external and internal) abreast of developments pertaining to the research (e.g., progress markers, delays, etc.); • Organize meetings with relevant stakeholders (PI, working group/committee, funding agency, etc.), which includes developing meeting materials as required; including ensuring action items are followed up.

Applications will be accepted until a candidate is found.

Please submit a CV and any supporting information electronically to:

Dr. Merrin Macrae

mmacrae@uwaterloo.ca

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