Honours and Awards Facilitator

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Honours and Awards Facilitator

Office of Research Services

Temporary full-time from September 12, 2022 to September 11, 2024
Hiring #: 2022-0544

Please read the Application Instructions [1] before applying

The Office of Research at the University of Guelph (U of G) oversees a $163 million research enterprise across seven colleges, our regional campus at Ridgetown, 15 research stations and the University of Guelph/Ontario Ministry of Agriculture, Food and Rural Affairs partnership. Committed to supporting research programs across all disciplines, the University is dedicated to making communities, environment, food and health better. Our shared purpose is to: To Improve Life. Join our campus as the Honours and Awards Facilitator to lead and support research initiatives and activities that support this mission.

The Office of Research Services seeks an intellectually curious writer with superb collaboration skills and an abundance of initiative to lead the implementation of the University’s Research Honours and Awards Strategy [2]. The incumbent must be familiar with the national and international research landscape and have experience developing compelling research narratives for multi-disciplinary and multi-sector audiences.

Reporting to the Manager, Strategic Programs, the Honours and Awards Facilitator will:

- Develop nomination dossiers in close collaboration with nominees: Review, critique, edit and write nominations; secure letters of reference/support and other supporting documentation to accompany the nomination, submit complete nominations.
- Promote an awards culture: Work with the Colleges to identify, promote, encourage and support the development of nominations; collaborate with senior leadership, centrally and within the Colleges, as well as Research Communications to promote and celebrate honours and awards; assist with and support promotional events and celebrations that recognize research awards.
- Lead administration of the Honours and Awards Portfolio: liaise with agencies offering research awards and prizes (e.g. Royal Society of Canada, Order of Ontario, SSHRC Impact, NSERC Steacie, and others); provide administrative support to the Honours and Awards Committee chaired by the Associate Vice-President (Research Services); plan and organize equitable and transparent processes that support submission of high-quality nominations; record, monitor and report on competition outcomes so that trends can be analyzed and observed over time; format data for presentations and reports and outreach materials.
- Engage and collaborate: Work with a broad array of internal clients (faculty, Associate Deans Research, College Research Managers, Research Communications, Communications and Public Affairs, Research Financial Services, etc.) and external clients (government agencies and sponsors offering awards and prizes, etc.) to achieve successful outcomes and resolve challenges.

The position requires a Master’s degree and a minimum of four (4) year’s progressive experience in research communications, grant writing, or research administration with significant experience in developing (i.e., writing and editing) nominations for awards and prizes and/or research proposals. The successful incumbent must have excellent interpersonal, partnering and relationship building skills. Other requirements are: Excellent organizational and planning skills with the ability to prioritize multiple projects in order to meet related deadlines, excellent critical and analytical thinking skills with attention to detail and accuracy, and strong computer skills with proven ability to
use Microsoft Office Suite, Excel, Internet, email, communication tools (e.g., Teams, Zoom) and databases. We seek a candidate who can work effectively as a member of a team, creatively solve problems and make decisions, work with a high degree of confidentiality, and work extended hours during peak periods.

(Covering) Position Number  545-705
Classification               P03
Professional/Managerial Salary Bands [3]

At the University of Guelph, fostering a culture of inclusion [4] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 08 02
Closing Date: 2022 08 17


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