

## Job Description

<b>Job Title</b>	Research & Development Officer
<b>Reference</b>	25157
<b>Location</b>	UWO Main Campus
<b>Faculty/Unit</b>	Ivey Business School
<b>Department</b>	Richard Ivey School of Business
<b>Full/Part Time</b>	Full-Time

<b>Employee Group</b>	PMA - Professional and Managerial Association
<b>Appointment Type</b>	Continuing
<b>Appointment Status</b>	Regular Full-Time

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### Classification & Regular Hours

Hours per Week: 35

Salary Grade: 15

### About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

### About Us

The Ivey Business School is widely recognized as a worldwide leader in management research. The Research and Development unit works to enable, manage, and promote the creation and dissemination of relevant research and learning materials addressing important management issues that are faced by leaders who act thoughtfully and with compassion to build better communities locally and globally.

### Responsibilities

The Research & Development Officer supports the Associate Dean Research (ADR) in the development of research funding opportunities for faculty, centers and the school overall including government grants, corporate funding and individual donors. The Research & Development Officer will work with internal partners such as Advancement to directly support research funding development through the identification of internal and/or external opportunities for funding matching faculty needs, opportunity dissemination, grant crafting, and proposal development. The Research & Development Officer provides expertise regarding internal and/or external funding processes and delivers client-oriented services in support of Ivey's research initiatives and

endeavors. The Research & Development Officer also plays a critical role in collaborating with Western Research in developing synergistic initiatives and strategic opportunities for external and internal collaboration for Ivey faculty and centers. The Research & Development Officer will support the ADR in developing a strategy for Ivey's Research Centers and Institutes and monitor their work at Ivey. Finally, the Research & Development Officer will support the ADR in the overall departmental budgeting and financial planning, as well as financial matters for individual faculty research, such as financial policies and account set-ups.

## **Qualifications**

### Education:

- Undergraduate degree in Business or a related discipline
- Master's Degree in a Business or related discipline is preferred

### Experience:

- 5 years' experience working in a research, fundraising or other revenue generating role
- 5 years' experience working in an academic research or fundraising environment with faculty, researchers, and industry partners
- 5 years' experience identifying, developing and maintaining relationships and partnerships with industry, donors, and alumni
- Experience preparing and writing research grants and/or funding proposals would be an asset
- Experience developing and managing budgets and aligning budgets with strategy is preferred

### Knowledge, Skills & Abilities:

- Knowledge of relevant industry/external partners with an ability to match their needs with the research areas of faculty from various programs
- knowledge of the best practices for reviewing grant proposals and of Canadian peer-review granting systems, processes and procedures
- Ability to develop and manage budgets and ensure expenditures and resources are within allotments, and to make appropriate modifications when required
- Ability to research new avenues of funding from federal granting agencies, industry, alumni and other funding sources
- Ability to source leads, cold call and use other methods to connect with industry/external partners
- Ability to assess clients' needs, suggest options, overcome objections, and move forward with partnerships
- Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines
- Ability to collaborate across internal and external boundaries to meet common objectives, improve outcomes and support work beyond one's own unit
- Attention to detail and proofreading abilities with an excellent command of the English language
- Oral and written communication skills with an emphasis on proposal development and with an ability to complete detailed analytics and reports, translate information into easily understood terms, summarize information and provide a rationale for action
- Ability to understand researchers needs and expectations and provide excellent customer service to directly and indirectly satisfy expectations
- A desire to grow and advance skills, which is demonstrated by attending conferences, workshops and other professional developmental opportunities to enhance performance
- Professional manner, tact, diplomacy and discretion in dealing with associates and colleagues including senior management
- Ability to work within a flexible schedule to accommodate the Faculty and University's events and activities
- Ambitious with the ability to identify opportunities, develop action plans and set challenging goals in order to achieve desired outcomes
- Intermediate computer skills in Microsoft Office Suite (Word, Excel, PowerPoint) to complete spreadsheet design and database management and to develop grants, reports and presentations
- Ability to evaluate issues, recognize potential problems and take action to proactively resolve issues

## **Western Values Diversity**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

**Please Note:**

**Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's [COVID-19 Vaccination Policy](#).**

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.

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