



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Research Development Officer

<b>Job ID</b>	<b>66-E6-E2-40-2E-38</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=66-E6-E2-40-2E-38">https://careers.indigenous.link/viewjob?jobname=66-E6-E2-40-2E-38</a>	
<b>Company</b>	The University Of Western Ontario	
<b>Location</b>	London, Ontario	
<b>Date Posted</b>	From: 2022-04-27	To: 2022-10-24
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	May 1, 2022	
<b>Job Salary</b>	Salary Grade: 15	
<b>Languages</b>	English	

### Description

Research Development Officer

Reference: 25644

Location: UWO Main Campus

Faculty/Unit: VP Research - Western Research

Department: Research Development & Services

Employee Group: PMA • Professional and Managerial Association

Appointment Type: Continuing, Appointment Status: Regular Full • Time

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

Western Research provides strategic and administrative support to advance Western University's research mission and profile.

Responsibilities

The Research Development Officer will be responsible for supporting internal and/or external research funding processes at Western. The role will directly support research funding development through the identification of internal and/or external opportunities for funding, and will assist directly with opportunity dissemination, grant crafting, and proposal development. The role will ensure that each proposal conforms to Western's and the funding agencies' policies, procedures and criteria. The Research Development Officer will coordinate activities among Western's researchers, its local affiliates, and other national and international peer institutions, with the goal of facilitating the success of research proposals, and will provide expertise regarding internal and/or external funding processes, while delivering client-oriented services in support of the university's research initiatives and endeavors. External proposals are typically related to major national and international research grant programs and strategic grant programs from the three major granting agencies.

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.

**Experience**

5 years' experience working with major government research programs; and/or experience in an academic research administration environment or related field

Experience preparing government infrastructure proposals

### **Education Requirements**

4 year Undergraduate Degree

### **Essential Skills**

Knowledge, Skills & Abilities:

• Customer service skills to understand customer needs and expectations, with a desire to deliver helpful and reliable service to the University community

• Ability to handle details with a high degree of accuracy and to organize and prioritize a high volume of work to meet deadlines

• Ability to evaluate issues, recognize potential problems and take action to proactively resolve issues

• Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines

• Communication skills with an emphasis on proposal development and delivering presentations

• Proven ability and natural inclination to develop relationships by interacting with people in a professional, respectful and diplomatic manner

• In-depth knowledge of best practices for reviewing and writing grant proposals and of Canadian peerreview granting systems, processes and procedures

• Familiarity with intellectual property management, including copyrights and patents

• Ability to work in a manner that models best practices in confidentiality standards

• 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

• Advanced computer skills in Microsoft Office Suite

### **Work Environment**

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](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

### **Other**

Please Note:

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

### **How to Apply**

Click "Apply Now"

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