POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Research Advisor
DEPARTMENT: School of Computing
CLOSING DATE: May 4, 2025
SALARY: $65,044.00 - $79,313.00/Year
LOCATION: Kingston, Ontario, Canada (Hybrid)
STATUS: Permanent, continuing

APPLY:
https://Client.njoyn.com/CL4/ex/JobDetails4.ASP?CLID=74827&BDID=1&JID=J0425-0574&LANG=1

Job Summary

Reporting to the School Manager, the Research Advisor is responsible for providing senior level research support to Queen's School of Computing (QSC) and its researchers.

In collaboration with QSC leadership, the Research Advisor will be responsible for identifying strategic opportunities to enhance research funding success in areas consistent with the strengths, capabilities and interests of QSC's researchers.

In conjunction with the Research Coordinator, the Research Advisor will ensure an appropriate two-way flow of ideas, information and knowledge to facilitate the success of these projects over the full lifecycle from proposal to post-award reporting. In addition, the incumbent will take a leadership role in shaping QSC's policies, procedures and strategy as they relate to research-related matters.

KEY RESPONSIBILITIES:
• Provide senior-level advice to the Director, Technical Operations Manager and the School Manager on research-related operational, financial, and administrative issues, policies and procedures, QSC's research strategy, and the funding landscape.
• Act as Chair of QSC Research Committee.
• Support the success of projects by taking a project management role. This includes the preparation and coordination of large proposals of strategic importance to the School such as the Canada Foundation for Innovation (CFI), Canada Research Chairs and the Natural Sciences and Engineering Research Council (NSERC) CREATE Program.
• Work closely with researchers and research teams, offering detailed review of draft internal/external grant applications and assisting in drafting and editing grant proposals as required.
• Coordinate with Research Coordinator to provide a full suite of support services to researchers; provide administrative coverage for vacations.
• Write material relating to QSC research for School, University and Faculty strategic

planning and related documents.
• Draft communications related to QSC research activities for press releases, reports, briefing notes, presentations, success stories and speaking notes.
• Identify, research and recommend opportunities for public funding and industry partnerships, facilitating the completion of high-quality funding and partnership proposals.
• Identify, track, manage and resolve issues related to research proposal preparation and submission, using judgment to determine when to refer issues to the Director or School Manager.
• Assist researchers with interim and post award reporting and invoice payment follow-up as required.
• Make appropriate decisions using sound logic when acting on behalf of the Director, School Manager or researchers in their absence.
• Develop and foster good ongoing relationships with university research offices, industry partners, funding agencies, government, and other stakeholders.
• Encourage and facilitate the formation of interdisciplinary, national and international linkages and the development of strong partnerships necessary to the formation of research teams and networks.
• Consult with researchers to determine research plans and activities, and keep abreast of their research strengths and expertise in order to provide expert level support.
• Ensure that research proposal submissions comply with all relevant laws, policies, and requirements.
• Respond to requests in a timely fashion ensuring accurate responses.
• Undertake other duties as assigned in support of QSC.

REQUIRED QUALIFICATIONS:
• Minimum research-based MSc. degree
• Minimum of 5 years' experience in grant preparation, policy development, project management planning, change management, and strategic communication.
• Familiarity with university research environment and with Canadian and Provincial research support programs.
• Strong communication background, with experience in preparing competitive research funding applications.
• Strong background writing and editing for publication (printed and online materials).
• Experience advising senior researchers and providing feedback to faculty members and graduate students regarding funding proposals and academic writing
• Familiarity with Queen's TRAQ system and online proposal submission systems of major granting agencies an asset
• Familiarity with Queen's FAST financial system an asset
• Research project management and supervisory experience an asset
• Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:
• Superior attention to detail and accuracy, with an appreciation for the implications of errors for the university and QSC with respect to reputation and relationship building. Ability to follow formal business practices and policies with high attention to detail.

• Proven project management and organizational skills required to address multiple competing demands, priorities and deadlines.
• Superior writing and editing ability; solid foundation in grammar, spelling, punctuation; ability to detect errors; demonstrated intellectual curiosity and creative thinking skills; ability to write to deadlines.
• Strong research skills and an ability to make complicated research findings accessible to the general public while maintaining accuracy and integrity of research.
• Highly motivated with proven ability to achieve results; anticipate, analyze and solve problems and implement solutions independently and cooperatively.
• Possesses awareness of the impact/implications of privacy and ethics issues and regulations on the day-to-day and long-term operations of Queen's School of Computing.
• Superior written/oral/interpersonal skills to work well in complex, decentralized environment. Ability to deal effectively with diverse groups of people, including senior administrators and colleagues; ability to identify and respond to needs and interest of varied audiences.
• Advanced analytical, interpretive and problem-solving skills to support ongoing programs and to assist with the development of strategic objectives. Ability to research and synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions.
• Ability to work with software and run a wide range of queries with corresponding ability to interpret the results. Ability to adapt to new technologies.
• High level of tact, discretion, maturity, and judgement, and ability to handle sensitive issues in a professional manner
• Ability to work both independently and as part of a team; possesses a stakeholder focused attitude.
• Well-organized, with ability to manage multiple demands, meet deadlines, and think and act strategically, creatively and dynamically
• Excellent oral and written communication and interpersonal skills, including the confidence, tact, discretion and judgment to work effectively with academic researchers, government representatives, senior administrators, and auditors.
• Ability to understand, interpret, communicate and apply funding agency rules and guidelines.
• Skills to monitor and analyze research funding environment and keep abreast of major trends.

DECISION MAKING:
• Make independent decisions on research-related matters.
• Represent QSC and its goals and interests in research-related meetings across the university.
• Develop, implement and manage QSC research policies, procedures and strategy.
• Ensure appropriate documentation is created and maintained to meet all university and funding agency requirements.
• Advise faculty members on relevant opportunities for additional funding.
• Identify and recommend concrete changes/additions/deletions that are required to increase competitiveness of funding proposals.
• Provide feedback to faculty members, graduate students, post-doctoral fellows,

research collaborators and industry partners.
• Provide functional guidance to Research Coordinator regarding work priorities, problem-solving and other team-lead activities.