

Job Title:	Project Manager, Climate Adaptation
Department:	Faculty of Environment
Reports To:	Managing Director, Climate Resilient Infrastructure
Jobs Reporting:	Oversight of the casual employees and students
Effective Date:	October 2021

Overview

The Project Manager is responsible for leading research projects and initiatives (including development, implementation, reporting and evaluation) that are pertinent to the mandate of the Intact Centre on Climate Adaptation (Intact Centre). Expertise is required in the areas of data analysis, project planning, stakeholder relations, and communication. The Project Manager supports other team members with existing research projects, in particular in relation to flood, fire and extreme heat risk management and use of natural infrastructure, and contributes to stakeholder engagement, and presentation/event support.

The Project Manager will engage with key external partners, subject matter experts and key stakeholders to support Intact Centre research projects. Bilingualism (French/English) is required with emphasis on complete fluency in French (writing, speaking and listening) to support collaborative work and communications with francophone organizations in Quebec.

Responsibilities

Partnership Development and Management

- Develops and maintains external partnerships with industry, government, non-governmental organizations, and academia, including collaborative agreements and tracking outcomes to promulgate adaptation programs
- Seeks external research and knowledge mobilization relationships with industry, government, and non-governmental organizations, including fostering direct funding opportunities
- Addresses inquiries from prospective partners and the general public
- Leads development, implementation, and reporting of major research and program funding proposals led by the Intact Centre to advance research and climate adaptation best practices adoption
- Supports response to interview requests from French and English media sources on occasion

- Supports and strengthens collaborations with other research Centres/Institutes on campus; Provides advice and guidance on the benefits of implementing climate risk mitigation strategies

Operations Management and Supervision

- Oversees general management and staff supervision of co-op and part time students, as required
- Supports internal relationships and communications with the Office of Research, Faculty- and University-level administrative and non-academic units (including Finance, Human Resources, Creative Services, Media Relations, etc.)
- Oversees project related targets, project budgets, scope, and timelines and reporting requirements
- Conducts regular reviews of project progress made towards goals and objectives
- Defines and measures success metrics that provide strategic insight and measure change progress

Research

- Leads relevant research projects for the Intact Centre (includes development, implementation, reporting and evaluation). Ensures project deliverables are completed on time and within budget
- With oversight from the Office of Research, contributes to generating research support and building relationships with key stakeholders, including federal, provincial and municipal governments, industry representatives, NGO's and academe
- Supervises and conducts data management of key research findings
- Coordinates publications and communication of research findings
- Communicates the value of the Intact Centre's mandate to senior government officials and business leaders to secure funding support and promulgate Intact Centre objective outcomes across Canada
- Recommends future research activity areas with budgets, fundraising, implementation, reporting and evaluation plans, in line with emerging issues and trends in Canada

Communications, Marketing and Knowledge Mobilization

- Implements integrated marketing and communications plans to raise the profile of the Intact Centre on campus and across Canada
- Develops a professional portfolio of marketing communications materials (including website, social media, brochure, conference booth) to support climate adaptation projects for French and English audiences
- Manages media relations in French and English (e.g., press releases, media interviews, social media), and supports Intact Centre media opportunities in coordination with Faculty and University communications staff

- Participates in creating content for website and social media accounts
- Participates in campus visits, invited lectures, seminars, events and workshops
- Presents to government, industry and other external partners to profile climate adaptation projects
- Establishes working relationships with national experts and securing endorsement for climate adaptation projects from federal, provincial, and municipal governments, industry representatives, NGOs, and academe
- Maintains a high profile for the Intact Centre with government representatives, finance/business leaders, institutional investors, and the general public

Qualifications

- Degree from field related to flood management and/or climate adaptation an asset
- Master's degree preferred
- 5+ years of experience in climate adaptation (or related) field
- 5+ years of experience in stakeholder management and/or workshop management
- 3+ years of project management and business development experience (including business proposal writing, scoping, design, reporting, contractor management, financial planning, and team leadership)
- Experience with organizational communication strategies, report writing, public relations, and media management
- Experience with partner relationship development and management with senior leaders in government, business, and NGOs
- Experience with research or other project development and implementation, including financial planning, team development, management, and monitoring and reporting
- Experience facilitating the uptake of climate resilience best practices, standards, and guidelines in Canada is an asset
- Bilingual required (fluency speaking, editing, and writing in French and English is required due to project work in Quebec)
- Knowledge of climate change or closely aligned sustainability issues as well as related governance and professional practice in Canada
- Knowledge of the standards development process and ability to facilitate standards uptake
- Knowledge of climate change and infrastructure adaptation topics, their relevance to government and industry
- Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the private sector, and multiple levels of government, taking into consideration diverging viewpoints
- Strong leadership, interpersonal, stakeholder facilitation, negotiation, persuasion and communication skills

- Proven project management skills (including preparing strong project funding proposals, budget development, project scoping, team and activity planning)
- Excellent writing and presentation skills
- Advanced skills in data analysis and Excel
- Intermediate computer skills: Outlook, Word, PowerPoint

Vaccination Requirement Statement

All employees and students of the University of Waterloo are required to provide proof of being fully vaccinated or have an approved accommodation, in order to come to campus. You can provide proof of vaccination or apply for an accommodation on our Campus Check-in website. You must have supplied proof of vaccination or requested an accommodation no later than October 17, 2021. For more information, please refer to the University of Waterloo website: Vaccination Requirement.

Equity Statement

The University of Waterloo is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at hrhelp@uwaterloo.ca or 519-888-4567, ext. 45935.

Please apply for the position here: <https://social.icims.com/viewjob/pt16335417153423739a>