
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Choose an item. Part-time Support Staff

Position Title: Research Grant Writer

Position Number: [Click here to enter text.](#) **Pay Band:** 10

Reports To: Mary Lou McLean, Director, Applied Research & Innovation

Appointment Type: 12 Months **“Other” Hours Details:**

Scheduled Weekly Hours (maximum 24 hours per week): 20

PDF Completed By (Manager Name): Mary Lou McLean

Effective Date: August 11, 2022 **Last Revision:** September 6, 2023

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

This position will work in tandem with the Research Support Specialist to develop and write research and other funding proposals for the College. The incumbent will collaborate with researchers and academic staff to ensure high quality proposals are submitted on time.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<ul style="list-style-type: none">Assist with the writing of funding proposal content and/or work with researchers and knowledge experts to co-write the content	60
2	<ul style="list-style-type: none">Conduct background research on proposal topics, including conducting literature reviews, web searches and reading academic journals	10
3	<ul style="list-style-type: none">Prepare and collate required materials (e.g. curriculum vitae, letters of support, budget justifications, appendices etc.)	10
4	<ul style="list-style-type: none">Ensure content of all proposals is high caliber, well-written, error-free; fact check statements, correct typos and grammatical errors	10
5	<ul style="list-style-type: none">Review and copy edit all content provided by researchers and other college staff	5
6	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a three (3) year college diploma or, three (3) university degree.

Field(s) of Study:

Communications, English

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than five years up to eight years.

Additional Skills & Abilities:

Ability to ensure written content follows appropriate rules and guidelines for scientific notation, SI units, taxonomy, nomenclature, citations, etc. Exceptional attention to detail and experience working as a writer/editor related to technical documents and funding proposals.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

Writing a research funding proposal

First, to formulate an approach to writing and preparing the proposal for the best chance of success, the incumbent would need to investigate and consider several variables. The incumbent would need to determine the gaps in information provided by the researcher and what other information would be required for a successful proposal. They would need to conduct their own background research on the topic, including conducting literature reviews, web searches, and reading academic journals.

Incumbent will need to use strong technical/scientific background and knowledge of the funding organization to determine the relevant content that should be included in the proposal. This includes both the “big picture” of how the research fits into the current state of the industry or research area, as well as the very specific details of the research objectives, plan, and potential outcomes. This may also include historical information about previous research completed at the college, as well as knowledge of the College’s Strategic Plan, academic programs, student training guidelines, and relevant initiatives currently occurring at the college.

The incumbent must combine the preliminary research plan with their own understanding of applied research project design and research methods to outline a scientifically-sound research proposal that will satisfy the expert reviewers, the faculty researcher, the industry partner, and the funder’s guidelines.

The incumbent is to determine the proposal development and submission plan, including project team, roles, communication plan, and timelines.

The incumbent will have a strong sense of the timelines involved in funding applications and have hands-on familiarity with the requirements of the funding agency.

Every project proposal brings a set of unique circumstances with nuances that can only be assessed with a lot of experience. Not only that, but funding opportunities change on a regular basis, so operating in that constantly shifting matrix is complicated.

Must have the ability to quickly condense and assimilate technical information into a well-written, compelling proposal that fits into the mandatory page-length guidelines and strict deadline.

Having considered everything and formulated a project management plan, the incumbent will initiate the proposal development and lead the proposal to submission.

Example #2

Task / Activity

Review and editing of a research technical report

During the initial review of the draft document the incumbent will note the document length, number of spelling and grammar errors, quality of language (ranging from highly technical and hard to follow to too loose and colloquial), how much initial formatting has been done by the writer, how the tables and charts are laid out, use of data in the report, use of references and citations, and other key criteria. The incumbent is expected to take the report from a raw draft to a final polished piece that:

- Uses an appropriate branded template and formatting, presented as a PDF document.
- Is free from spelling and grammatical errors.
- Uses the format and sections appropriate for a scientific or technical report, featuring a table of contents, executive summary or abstract, introduction, materials, methods, results, conclusions, appendices, etc.
- Presents data in a clear manner and uses language that is easy for the industry partner or a general non-technical audience to understand and interpret.
- Correctly uses and conforms to the rules and guidelines for presenting scientific notation, SI units, taxonomy, nomenclature, abbreviations, statistics, citations, etc.
- Uses charts, graphs, tables, and photos effectively. The tables and figures must be labeled, properly formatted, correctly incorporated into the document, and be as visually appealing (high-resolution, tidy, easy to read, fonts and colours matching the branding/template) as possible.
- Provides as much data, details, and information as outlined in the project's proposal or contract agreement with the industry partner.

The range of writing skills that researchers at Fleming possess is quite vast, with some highly experienced writers drafting reports that require little editing, as well as some not very experienced writers whose reports require a lot of editing and repeated back-and-forth with the incumbent to work and re-work the content. The incumbent may have to write new content to fill in gaps or may have to re-write sections of the report that are unclear, imprecise, or convoluted. The incumbent will edit the content until the report satisfies their judgement; this requires a knowledge and expertise in effective scientific communications.

Pulling all the pieces of the report together into the final document template requires problem-solving on the part of the incumbent. The formatting of the final report requires expert use of spacing, font size, chart and table design, as well as effective integration of photos, charts, maps, and large amounts of data. The data and charts are often from the raw data files and must be formatted and cleaned up for the report. The incumbent must also design a front cover (within the parameters of the template design) unique to the project. The report must also include an attribution to the funding agency (if applicable) that conforms to their specific requirements – the incumbent will have to research what those requirements are.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?
All duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

Facilitating the collection of various requirements from industry partners

Description

Most research proposals require various documentation to be completed by external partners on the proposal and there are situations where the partner can be slow to complete and submit the requirements in the required timeframe.

The incumbent must be creative in how they persuade a partner to complete and submit this information as it is critical to a successful proposal. Funding proposals cannot be submitted incomplete or late. The fate and outcome of the proposal is threatened if the partner does not provide the documents on time.

The incumbent would first need to contact the lead researcher, as they are often the main point of contact for external partners. Some partners, especially small community agencies, may have organizational limitations; handling the situation requires sensitivity and tact. Incumbent would reach out to the researcher at the college to determine if there has been other communication with the partner or if they are aware of any reasons why the documentation hasn't been completed.

Incumbent would determine if the partner has been provided all the resources necessary to complete the required pieces or adequate information on how to submit the documentation.

It would then be determined who would be the best person to reach out to the industry partner. This is a delicate matter and would need to be handled sensitively.

Once a reason for the late/missing documentation has been discovered, the incumbent must work with the researcher and the partner to find a solution to get the documentation submitted on time.

Using solid judgment in this activity is critical as it can impact the relationship with the partner and the reputation of the college.

Example #2

Task / Activity

Review and editing of a research technical report

Description

During the initial review of the draft document the incumbent will note the document length, number of spelling and grammar errors, quality of language (ranging from highly technical and hard to follow to too loose and colloquial), how much initial formatting has been done by the writer, how the tables and charts are laid out, use of data in the report, use of references and citations, and other key criteria. The incumbent is expected to take the report from a raw draft to a final polished piece that:

- Uses an appropriate branded template and formatting, presented as a PDF document.
- Is free from spelling and grammatical errors.
- Uses the format and sections appropriate for a scientific or technical report, featuring a table of contents, executive summary or abstract, introduction, materials, methods, results, conclusions, appendices, etc.
- Presents data in a clear manner and uses language that is easy for the industry partner or a general non-technical audience to understand and interpret.
- Correctly uses and conforms to the rules and guidelines for presenting scientific notation, SI units, taxonomy, nomenclature, abbreviations, statistics, citations, etc.
- Uses charts, graphs, tables, and photos effectively. The tables and figures must be labeled, properly formatted, correctly incorporated into the document, and be as visually appealing (high-resolution, tidy, easy to read, fonts and colours matching the branding/template) as possible.
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Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Editing final scientific reports
Description Incumbent is required to present data in a clear manner and use language that is easy for the industry partner or a general non-technical audience to understand and interpret. Incumbent must correctly use and conforms to the rules and guidelines for presenting scientific notation, SI units, taxonomy, nomenclature, abbreviations, statistics, citations, etc. Incumbent must use charts, graphs, tables, and photos effectively. The tables and figures must be labeled, properly formatted, correctly incorporated into the document, and be as visually appealing (high-resolution, tidy, easy to read, fonts and colours matching the branding/template) as possible.

Example #2

Task / Activity Creating NSERC formatted CVs for team members on a proposal
Description For funding proposals that are submitted to NSERC, the formatting of the team members CVs must be consistent. The incumbent would be required to take different styles and lengths of CVs and reformat them all to ensure they are consistent with language, headings and formatting.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a major consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Editing final scientific reports	30
Creating NSERC formatted CVs for team members on a proposal	10

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Sitting at a computer
Description This position works at a computer for long periods of time.

Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Sitting at a computer	100

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Interpret, synthesize and understand highly technical information with the goal to writing a compelling proposal
Description The information required for the proposal comes from various sources and can at first be incomplete, meaning the incumbent must complete research or analysis to determine what else is needed.

Example #2

Task / Activity Editing reports and communications
Description Review, proofread and copy edit written content produced by researchers that is intended for external audiences, specifically technical reports, literature reviews, project plans and journal articles.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Interpret, synthesize and understand highly technical information with the goal to writing a compelling proposal	60
Editing reports and communications	40

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Completing a funding proposal with a tight timeline
Description Writing the proposal occurs under a strict deadline and therefore requires focus and little interruption. Writing involves simultaneously switching between Word documents, Excel files, academic journals, emails, and the internet.

Example #2

Task / Activity Read, review, edit, and polish a highly technical, complicated project report draft written by a Research Scientist that is to be sent to an industry partner
Description The incumbent must have focused time to ensure the writing is clear and that the language can be read and understood by a layperson while maintaining all technical details. Data to be included in the report may be in several locations and include spreadsheets, charts, and graphs. Preparation requires simultaneously using Word documents, Excel files, PDFs, images, other files, email, and the internet.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines regularly are tight AND periodically change.

How would you describe the existence of critical deadlines in this role?
Frequent critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Completing a funding proposal with a tight timeline	30	UP (Usually Predictable)
Read, review, edit, and polish a highly technical, complicated project report draft written by a Research Scientist that is to be sent to an industry partner	10	UP (Usually Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Content of Letters of Support
Description Letters of Support from external organizations are often required for a funding proposal. The incumbent is expected to write the content of the letter of support prior to it being sent to the industry partner for signature. The incumbent would be responsible for independently deciding what appropriate and compelling language should be included in the Letter of Support.

Example #2

Task / Activity Editing a draft proposal from a researcher
Description In some instances, a researcher will prepare the first draft of a proposal for review and editing by the incumbent. The incumbent would be required to independently research the proposal topic and the funding criteria and make changes to the written proposal to ensure it has the best chances for funding.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Work is carried out in accordance with general instructions and policies.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?
Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

Incumbent is required to write non-technical sections of funding proposals that address the funders criteria, such as sections on EDI and it's relation to the research and EDI related to the recruitment of student researchers

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Researchers, OARI staff, Administrators	Proposal writing or co-writing.	Daily
Researchers, OARI Staff, Administrators	Review and editing of final scientific reports	Weekly
External partners	Letters of Support	Weekly
OARI staff & researchers	Regular check ins regarding the status of a pending proposal submission	Weekly
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with significant disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Writing research funding proposals
Description The incumbent is responsible for ensuring funding proposals are of the highest quality due to the very competitive funding environment.

Example #2

Task / Activity Editing scientific reports for external partners
Description The scientific reports that are edited by the incumbent are given to the industry partner at the end of the project and those reports are used by the industry partner to sell their product or service. It is imperative that they are of the highest quality.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100
Outdoor work; seasonal conditions No	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Choose an item.

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Choose an item.

If this position is required to engage in business related travel, what is the frequency of the travel?

Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)