

## Job Description

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<b>Job Title:</b>	Senior Manager, Research Contracts
<b>Department:</b>	Research Partnerships (Office of Research)
<b>Reports To:</b>	Director, Research Partnerships
<b>Jobs Reporting:</b>	Grants & Contracts Manager
<b>Salary Grade:</b>	12
<b>Effective Date:</b>	January 2020

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### **Primary Purpose**

The Senior Manager, Research Contracts (SMRC) is responsible for negotiation of complex legal agreements governing contract research funded by industry or government departments. The SMRC provides leadership within the contracts team within Research Partnerships, anticipating and solving problems that arise, advising and consulting with the Director on key issues, and mentoring other members of the team. The SMRC manages the largest and most complex research contracts, often with values in the millions of dollars and including multiple stakeholders. The SMRC must make judgement decisions on a daily basis on balancing risk to the University with the opportunities presented by new partnerships with industry and government. The SMRC will also supervise various direct reports, which may include Grants & Contracts Managers, Coordinators, and Administrators.

### **Key Accountabilities**

<p><b>Contract Management</b></p> <ul style="list-style-type: none"> <li>• Negotiates complex legal agreements, primarily research contracts, with industry and government agencies. This includes intellectual property terms, payment terms, rights to publish, and many other legal terms.</li> <li>• Manages the University's risk exposure from contracts while maintaining good working relationships with external research partners and faculty members. Assesses when to consult with the Director, OR legal counsel, Finance, IST, senior administration in the Faculties, or others as required.</li> </ul>
<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Mentors and manages other personnel in Research Partnerships such as Grants &amp; Contracts Managers and others</li> </ul>
<p><b>Process Analysis and Improvement</b></p> <ul style="list-style-type: none"> <li>• Develops SOP's, identifies process gaps, and engages in proactive problem-solving aimed at supporting efficient execution of a heavy team workload with excellent customer service.</li> <li>• Represents Research Partnerships in office-wide initiatives and coordinates with pre-award and post-award teams</li> </ul>
<p><b>Proposal Management</b></p> <ul style="list-style-type: none"> <li>• Supports faculty members in submission of responses to RFPs from government contracting agencies, and/or applications for matching grants</li> <li>• Actively supports team development among faculty members and partners, sometimes including project management</li> </ul>
<p><b>Policy Compliance</b></p> <ul style="list-style-type: none"> <li>• Stays abreast of university and government policies related to the conduct of research and identifies areas of risk or non-compliance</li> </ul>

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*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<b>Education</b> <ul style="list-style-type: none"><li>• Bachelor's degree, graduate degree preferred. Additional training in law, business, or research is an asset.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Minimum 5-10 years of active negotiation of research contracts and/or other legal contracts.</li><li>• Experience with submission of government grant and/or contract proposals.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Deep understanding of the university environment and the nature of the university research enterprise</li><li>• "Think on your feet" ability to negotiate in real time with potential partners, including with company executives and/or opposing legal counsel</li><li>• Ability to manage and prioritize a high workload</li><li>• Knowledge of relevant government funding programs related to university research</li><li>• Exceptional interpersonal skills when dealing with clients and faculty members. Ability to manage expectations while delivering excellent service. This is critical as this position can be perceived as a barrier to the research plans of faculty members and partners</li><li>• Understanding of key areas of contract risk such as publication terms, intellectual property, indemnities, termination provisions, reps and warranties, etc.</li><li>• Outstanding attention to detail</li><li>• Excellent facility with language and ability to draft clear, unambiguous contract terms</li><li>• Ability to concentrate for long stretches on complex agreements</li><li>• Familiarity with special statutory obligations and regulations such as related to export controls or personnel screening for high-security research would be an asset.</li></ul>

### **Nature and Scope**

- **Contacts:** Deals regularly with faculty members, external partners in government or industry, senior administration within OR and the Faculties
- **Level of Responsibility:** May be assigned Signing authority for contracts up to \$500,000.00
- **Decision-Making Authority:** Daily decision-making on legal and financial risk related to contracts. Independent negotiation with external clients.
- **Physical and Sensory Demands:** Normal office environment.
- **Working Environment:** Normal office environment. Some exposure to tense situations during negotiations with companies or when faculty members may exhibit stress about delays to securing their research funding