

## Job Description

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<b>Job Title:</b>	Senior Manager, Evaluation and Accountability
<b>Department:</b>	Institute for Quantum Computing
<b>Reports To:</b>	Director, Communications and Strategic Initiatives
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	July 2020

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### **Primary Purpose**

The Senior Manager, Evaluation and Accountability is responsible for evaluation and reporting on the institute's performance measurement framework, strategic research development, research insights and grants facilitation for the Institute for Quantum Computing. The Senior Manager is accountable to the Director, Communications and Strategic Initiatives and works closely with the Executive Director, Deputy Director and IQC members in research development and grants facilitation.

Additionally, the Senior Manager acts as a senior member of the Communications and Strategic Initiatives team as liaison to the active research within IQC and provides insight and support to the government relations activities.

### **STRATEGIC CONTEXT**

The mission of the Institute for Quantum Computing is to advance fundamental experimental and theoretical knowledge in relevant areas of Engineering, Mathematics and Science to enhance developments in the field of Quantum Computation and Information Processing. To achieve this mission, the Institute brings together the best researchers and students from around the world in Computing, Engineering, Mathematical and Physical Sciences.

It is IQC's strategic objective to become the worldwide source of information, analysis and commentary on the state of quantum information processing and to provide the essential knowledge for Canada's industry to be ahead of the international community. The Senior Manager will be responsible for supporting the world-class research endeavours undertaken by IQC faculty and researchers. The Senior Manager's responsibilities include:

- Timely delivery of data and evidence needed to evaluate and report on IQC KPIs and outcomes
- Facilitating grant applications and reporting on grants received;
- Researching and sharing applicable government policy as it relates to IQC research.

To affect these goals the Senior Manager must be a strategic thinker and possess deep knowledge of evaluation tools and research processes, granting agencies and government policies. The incumbent must have direct experience in writing reports and applying for managing complex grants/funding agreements.

### **STATISTICAL DATA**

**Researchers:** Current: IQC has grown to a community of over 300 members including 32 world-leading research groups.

**Grants:** Over \$30,000,000 in grants received in 2019/20

### **Key Accountabilities**

#### **Data, Evaluation, and Reporting**

- Establishes, maintains, and implements processes and a framework for evaluating, monitoring and reporting on the progress of meeting IQC strategic goals, priorities, performance strategy;
- Leads government and university-initiated evaluations of IQC involving the collection of multiple lines of evidence, including document reviews, literature reviews, interviews, environmental scan, scientific data analysis, and case studies;
- Completion of the annual reports related to the government agreements and other reports to university committees and partnering institutions, including collecting, analysis, integration and synthesis of data from multiple sources;
- Produces data outcomes, including but not limited to: baseline data, published analysis documents and overviews, annual performance measurement reports;
- Timely delivery of data and evidence needed to monitor, evaluate and report on IQC outcomes;
- Ensures data is accurate, consistent, properly maintained and shared in compliance with relevant privacy protection, confidentiality and other ethical principles;
- Develops and prepares analytical models, reports and relevant data visualizations (including dashboards, graphs, and presentations) to inform evidence-based decision-making;
- Gathers and uses external data from a variety of sources including the Office of Research, in combination with IQC's institutional data in analysis, evaluation and reporting activities;
- Analyzes trends and patterns in IQC performance indicators over time using various benchmarks and comparative data;
- Gathers, transforms, synthesizes, and cleanses data: identifies opportunities to reduce duplication and errors and to ensure consistency in data; identifies data integrity issues and implements data cleansing processes to develop clear and consistent data quality standards;
- Conducts ongoing research and environmental scanning in support of IQC's strategic goals including peer/competitor research, marketing research and market intelligence;
- Timely delivery of appropriate information, analyses, reports and projections in support of the institute-level strategic planning;
- Develops and implements surveys, key informant interviews, environmental scans and other quantitative and qualitative methods to support IQC evaluation as well as respond to selected strategic questions and inquiries;
- Provides counsel to IQC's Director on matters of research development, implementation and performance measurement;
- Leadership or co-leadership on specific projects, as required.

#### **Grant Facilitation and Research Development**

- Works with IQC leadership and faculty on all phases of the grant life cycle, including identification of opportunities, coordination of the application process, and, in certain instances, overseeing the management of grants. This process requires active relationships with several internal and external stakeholders, as well as UW policies and procedures. It also includes active monitoring of known sources of research and other funding and seeking out of new sources and programs. To be

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effective, these activities must be undertaken within the scope of CSI team's core functions or IQC faculty's research;

- Liaise with the Office of Research to ensure appropriate grant and project management processes to ensure that quality grant applications are delivered in a timely fashion and meet university requirements;
- Develop and maintain a reference database of researcher areas of expertise and research to enable the identification of potential research collaborations, grants eligibility, research strengths etc.;
- Build and maintain an archive of research-related information that can be used for research promotion, graduate student and faculty recruitment, and development purposes;
- Encourage and help facilitate cross-departmental links, interdisciplinary research, collaborative partnerships, and knowledge mobilization activities in collaboration with CSI Events and Quantum Liaison members;
- Promote research excellence at IQC by supporting the Executive Director and Deputy Director, Research in developing nominations for the Canada Research Chairs Program, the Royal Society Fellowships, along with other national and international awards.

### **Communications**

- Liaise with the members of the Communications and Strategic Initiatives team to publicize and promote IQC research, collaborations, and individual research projects (e.g. through news releases, researcher profiles, etc.);
- Promote a lively and collegial internal research culture by providing, as appropriate, multiple opportunities (forums, events, seminars, workshops, etc.) for researchers to meet informally and develop shared interests and initiatives in conjunction with the IQC Events Manager;
- Maintain a familiarity with trends in higher education and research funding through regular consultation with publications such as University Affairs, the CAUT Bulletin, the Chronicle of Higher Education, and other relevant publications;
- Maintain a familiarity with research trends, initiatives, and goals within the University through regular consultation with UW's Strategic Research Plan, the University's Decade Plans, Office of Research reports and brochures, etc.

### **Institutional Development/Government Relations**

- Assist senior decision makers within IQC, including the Executive Director, with strategic implementation of initiatives for long-term success of the institute;
- Monitor and report regularly on federal and provincial government players (agencies and individuals) and their changing priorities viz. scientific investment
- Organize, and compose certain sections of, funding applications with an eye to the long-term viability of the IQC;
- Attend briefing meetings with key government personnel to inform, raise awareness, and interpret the benefits of IQC to those people;
- Attend key events, meetings, forums and conferences where relevant government representatives will be present.

## **Required Qualifications**

### **Education**

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- Master's degree in social science research, mathematics, physics, statistics or a related field required. Combination of education and experience may be considered.

### **Experience**

- Proven ability to manage multi-institutional and multi-stakeholder initiatives, including funding applications, from a university or non-profit environment.
- 5+ years of experience in program evaluation and related applied social research methods (qualitative and quantitative).
- 3+ years of progressive experience in writing government reports or other performance-based data reports.
- 3+ years of progressive experience in data management, manipulation, interpretation and analysis.
- Familiarity with various granting bodies in Canada and abroad
- Demonstrated familiarity with quantum information activities nationally and internationally, but not at a technical level.

### **Knowledge/Skills/Abilities**

- Demonstrated attention-to-detail and problem solving and ability to work with confidential information and data collection
- Strong analytical, leadership and organizational skills
- Superior communication (oral and written), consultation, and presentation skills
- Demonstrated report writing and grant writing skills
- Ability to manage large workloads and prioritize competing deadlines
- Working knowledge of a variety of reporting and data visualization tools
- Ability to apply, identify and use a combination of quantitative and qualitative methods

#### Technical:

- MS Word: Advanced
- Excel: Advanced
- Data Analysis: Advanced
- PowerPoint: Advanced
- Tableau: Basic
- Other: SPSS, R or other statistical analysis or data transformation tools considered an asset.
- Other: LATEX and other scientific tools would be beneficial

### **Nature and Scope**

- **Contacts:** Internally, the incumbent will initiate and maintain contact and professional working relationships with senior personnel in the IQC, the University's Office of Research, Government Relations, and with the President's and Vice President's Office, science institutes and centers around the world, and specific scientific collaborating institutes around the world that focus on Quantum Computing. Incumbent will interact with international researchers, government officials, and scientific personnel.
- **Level of Responsibility:** The position is responsible and accountable for the results of IQC evaluation and performance reporting at IQC and outlined granting initiatives. Incumbent is responsible for preparing, presenting and evaluating grant strategies; responsible for coordinating with various research organizations both nationally and internationally. Must be comfortable dealing with high-level international researchers and government officials.
- **Decision-Making Authority:** Accountable for establishing priorities, timelines and deadlines as required.

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- **Physical and Sensory Demands:** Minimal demands typical of a senior staff position operating within an office environment.
  - **Working Environment:** Minimal exposure to disagreeable conditions typical of a senior staff position exposed to stress and pressure associated with senior level responsibilities.