Job Description

Job Title:	Associate Director, Corporate Research Partnerships
Department:	Office of Research
Reports To:	Director, Research Partnerships
Jobs Reporting:	Corporate Research Partnerships Managers (USG 14)
Salary Grade:	USG 15
Effective Date:	November 2022

Primary Purpose

Reporting to the Director, Research Partnerships, the Associate Director, Corporate Research Partnerships leads a team of Corporate Research Partnership Managers (CRPMs) who initiate and develop external research partnerships with industry. The AD is responsible for the day-to-day operations of the CRPM team and works closely with the Director on strategic planning for the group. The AD will be expected to lead the development of major industry research partnerships that may arise from targeted outreach, or through a diverse network including faculty members, industry associations, other university departments (e.g. Advancement, Co-Op), and direct industry requests. This will also include broadening the relationship between industry and faculties leading to collaborative research projects with the Tri-Agencies, Ontario Centres of Innovation, ORF, CFI, etc.

Key Accountabilities

Manage and Direct Corporate Partnerships Team

- Working with the Director, develop and implement an ongoing business development strategy for the identification, prospecting and stewardship of external partners leading to sponsored research activity
- Supervision of the Corporate Research Partnership Managers (CRPMs), including setting priorities, motivating, monitoring impact and overall line management.
- Initiate and support the team in organization of regular meetings and networking events to promote Waterloo research capability and to interact with potential sponsors, working collaboratively to secure support and buy-in from Faculties, Centres/Institutes, and others.
- Manage and resolve important issues flagged by the CRPMs.
- Pro-actively align business development efforts to target sectors or companies where there is high potential for funded research.
- Support or act on behalf of the Director in resolving problems or disputes that arise with companies, researchers, or other stakeholders relating to sponsored research.
- Develop consistent messaging for industry in respect of key terms and conditions of industrial research contracts including University policies and practices governing the conduct of research, intellectual property, confidentiality, indirect costs, etc.
- Working with the Director, analysis of sponsored research performance, goal setting, data analytics and monitoring of effectiveness.

Support Major Initiatives

- Analyze and develop strategies to meet the goals of the UW Strategic Plan as they pertain to Research Partnerships
- Mobilize the team to proactively support key research programs such as CFREF, CFI, CERC, etc.
- Develop and execute strategies to maximize contributions from government matching programs
- Personally manage or support high-value relationships with marquee sponsors

Job Description

Marketing

- Support development of a comprehensive marketing and communications plan/approach, in collaboration with OR communications staff, that enables the group to advance the visibility and research profile of the University to corporate audiences
- Coordinate and deliver, as needed, presentations to corporations, government, and key industry partners
- Promote strategic research interests from across campus to select companies and external organizations
- Responsibility for leading the team in development and execution of regular partnering events

Build internal and external relationships

- Build close working relationships with leadership in Faculties, Centers/Institutes, and other units such as Advancement and Co-op
- Working with the Director, engage with Faculties and Centres/Institutes to align activities to areas of priority and avoid duplication of effort or miscommunication
- Lead campus-wide groups as pertains to research business development such as the Research Business Development Network (RBDN) group
- Work in close collaboration with other Faculties, Centres & Institutes, Waterloo Ventures, other Office of Research personnel, and others across campus to promote and facilitate research partnership activity
- Develop a network of colleagues at other U15 institutions for sharing of best practices and expediting resolution of inter-institutional issues that arise
- Monitoring a portfolio approach to corporate partnerships and identifying areas of risk and opportunity

Special projects

- Undertake Special Projects as assigned by the Director or other OR senior management.

**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

Education

- Master's degree or equivalent experience. PhD or MBA would be an asset.

Experience

- 5+ years of relevant experience in research partnership development, technology management, or R&D project management in a private or public organization. Direct experience in a university technology transfer or industry liaison role would be an asset.
- Experience in sourcing, researching and analyzing corporate mandates to assess a company's suitability as a research partner
- Significant experience in reviewing/negotiating research agreements
- Experience in planning and delivering major partner networking events
- 2+ years supervisory experience

Knowledge/Skills/Abilities

- Demonstrated proactive leadership skills including people management skills and strategic thinking
- Demonstrated problem resolution and negotiation skills
- Knowledge of federal and provincial R&D funding agency programs and policies
- Understanding of key aspects of intellectual property management would be an asset
- Knowledge of industry trends as pertains to R&D
- Ability to "think on your feet" in respect to managing relationships and complex negotiations, especially when faced with challenging situations or personalities
- Leader who encourages top performance, brings out the best in the team, and supports the team to meet its collective goals
- Outstanding oral and written communication and interpersonal skills, including excellent presentation skills and the ability to be an articulate advocate for the University in research promotion and external relations
- Excellent negotiation and customer relations skills
- Sophisticated understanding of the motivations and aspirations of faculty members in respect of research and the interface with the expectations of industry partners
- Deep knowledge of institutional priorities and policies related to research

Nature and Scope

- **Contacts:** Broad range of contacts with industry, university faculty, many areas of university administration (e.g. Advancement, University Relations, Co-op), colleagues in Office of Research, Chairs, Deans and Associate Deans
- **Level of Responsibility:** Significant responsibility in defining direction and strategy for the group, measuring and delivering results, and resolving contentious issues with key internal and external stakeholders
- **Decision-Making Authority:** Dealing with sensitive negotiations and conflicts as they arise with potentially millions of dollars of research funding on the line. Serving as front-line authority prior to involving the Director.
- **Physical and Sensory Demands**: This role involves desk and computer work, and frequent attendance at meetings with internal and external personnel
- **Working Environment:** This role includes some local, domestic and international travel, and after-hours attendance at select external meetings and events. At times there may be a heavy workload, and exposure to stressful situations.