

## Job Description

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<b>Job Title:</b>	Corporate Research Partnerships Manager
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Director, Research Partnerships
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 14
<b>Effective Date:</b>	July 2018

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### **Primary Purpose**

The incumbent is responsible for the cultivation, development and procurement of external research partnerships with industry. This will include broadening the relationship between industry and faculties leading to collaborative research projects with the Tri-Councils (NSERC, CIHR & SSHRC), Ontario Centres of Excellence, ORF, CFI, etc. The incumbent will be expected to source and nurture industry research partnership leads 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.

The incumbent has responsibility for the initial negotiation of the key terms and conditions of industrial research contracts and, accordingly, should have a detailed and extensive knowledge of the academic research environment as well as University policies and practices governing the conduct of research, ownership of intellectual property and overhead costs associated with industrial research. As these negotiations have a direct bearing on the success of securing industrial funding for research, the incumbent must have excellent negotiation and customer relations skills, excellent oral and written communications skills and the ability to adapt to the complex and changing University, Industry and Government environments. A strong technical background, preferably including an advanced research degree, is an asset in dealing with companies and academics in this role.

### **Key Accountabilities**

#### **Identify potential industry partners**

- Develop and implement an ongoing strategy for the identification, prospecting and stewardship of external partners that will lead to research in collaboration with the Faculties
- Attend and organize appropriate meetings and events to promote Waterloo research capability and to interact with potential sponsors
- Respond to requests for information on research capabilities from industry and the university's extended network and outreach apparatus (including co-op, advancement, institutes etc.)
- Pro-actively target sectors or companies where there is high potential for funded research
- Plan, manage and promote occasional events to bring industry partners and researchers together

#### **Maximize leverage from industry dollars**

- Identify research program or project opportunities and support development of research proposals as required
- Cultivate an awareness of federal and provincial government granting programs, in particular those that require industry participation
- Initiate the negotiation of the terms and conditions of industrial research grants and contracts, and secure industry dollars and in-kind contributions, including necessary overhead

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<ul style="list-style-type: none"><li>• Work with Office of Research, research partnership managers to secure contracts such as Non-Disclosure Agreements (NDAs), Sponsored Research Agreements (SRAs) and others</li></ul>
<b>Marketing</b> <ul style="list-style-type: none"><li>• Advance the visibility and research profile of the University through the development of research programs and partnerships</li><li>• Work with communications staff in the Office of Research to plan and implement effective communication strategies for enhancing UW's research profile in the private sector, including securing industry permission and participation</li><li>• Coordinate and deliver, as needed, presentations to corporations, government and industry</li><li>• Promote Faculty research interests, from research across campus, to external organizations</li></ul>
<b>Collaboration with University personnel</b> <ul style="list-style-type: none"><li>• Develop deep knowledge of the research capabilities and interests of UW faculty in assigned areas</li><li>• Work with faculty members to help them contextualize their expertise in respect of private sector interests and needs</li><li>• Work in close collaboration with other Industrial Liaison Officers (including outside OR), WatCo, other Office of Research personnel, and others across campus</li></ul>
<b>Special projects</b> <ul style="list-style-type: none"><li>• Undertake Special Projects as assigned by the Director or other OR senior management.</li></ul>

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• Master's degree or equivalent experience. PhD or MBA would be an asset. Facility in a non-English language would be an asset.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• 4+ years of relevant experience in business development, technology management, or R&amp;D in a private or public organization. Direct experience in a university technology transfer or industry liaison role would be an asset.</li><li>• Knowledge of federal and provincial R&amp;D funding agency programs and policies</li><li>• Experience and knowledge related to patents and other intellectual property management would be an asset</li><li>• Experience in sourcing, researching and analyzing corporate mandates to assess a company's suitability as a research partner</li><li>• Experience in negotiating contracts and agreements would be an asset</li><li>• Familiarity with an academic or corporate research environment</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Demonstrated proactive leadership skills, strong project- and time-management, attention-to-detail, and problem-solving skills are required</li><li>• Ability to "think on your feet" in respect of managing relationships and complex negotiations with creativity, especially when faced with challenging situations or personalities</li><li>• Team player who thrives in an environment of exchanging information and ideas, and who will support other members of the industrial liaison team to meet collective goals</li><li>• 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</li><li>• Ability to follow technical discussions related to research, and to identify appropriate faculty members in respect of industry interests</li></ul>

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- Excellent negotiation and customer relations skills, and the ability to adapt to the complex and changing University, Industry and Government environments
- Ability and confidence to communicate effectively with all researchers, including academic administrators such as Deans, Chairs and Associate Deans of Research, from a variety of disciplines within all six faculties, as well as with staff, students, administrators and faculty from other institutions
- Ability and confidence to communicate effectively with all industrial partners, including executive leaders, technical, administrative and contract staff
- Ability to understand and promote the aspirations of University faculty members in respect of research but to balance the often conflicting requirements of industry partners, university researchers and institutional priorities and policies
- Ability to work with confidential information
- Ability to work independently and in a collaborative team environment, and the capacity to work effectively and efficiently in a complex, fast-paced and changing environment with numerous deadlines and priorities
- Strong analytical skills, accurate data interpretation and the ability to integrate report data from various sources.

### 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 managing relationships with key industry partners and with faculty members
- **Decision-Making Authority:** Proposing contract terms, negotiation, dealing with sensitive situations as they arise, with potentially millions of dollars of research funding on the line
- **Physical and Sensory Demands:** This role involves desk and computer work and frequent travel
- **Working Environment:** This role includes frequent local, domestic and international travel, and after-hours attendance at networking and corporate functions. At times there may be a heavy work load, and exposure to stressful situations.