Job Description

Job Title: Business Development Officer
Department: Mathematics Research Office
Reports To: Associate Dean, Research
Jobs Reporting: None
Salary Grade: USG 12
Effective Date: September 2018

**Primary Purpose**
The incumbent provides executive support to the Associate Dean, Research to develop and promote a thriving research culture within the Faculty. The incumbent’s accountabilities include strategic analysis, funding proposal development, partnership building, and developing new/emerging opportunities.

**Key Accountabilities**

**Industrial Development and Partnerships**
- Lead in the identification and pursuit of funding opportunities for the Mathematics Research Office
- Maintain a reference database of researcher areas of expertise to enable the identification of potential research collaborations, grants eligibility, etc.
- Proactively target and develop tactics for companies where there is a high potential for funded research, while working with the Advancement and Office of Research teams
- Work with Advancement team to identify non-traditional funding sources such as Foundations and other philanthropic donors.
- Recommend partnership development by studying and understanding integration of partner goals with those of the Faculty.
- 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, Education Matters, etc.; maintain a familiarity with research trends, initiatives, and goals within the University through regular consultation with UW and Faculty Strategic Plans, Office of Research reports and brochures, etc.;
- Work with the Associate Dean, Research, to increase the number and success rate of Faculty grant applications for faculty competing in Tri-Council and other competitions;
- Organize meetings and events to promote Faculty research capability with potential partners
- Respond to requests for information on research capabilities from industry and government
- Work with Office of Research to write industry proposals and NDAs
- Respond to major provincial/federal government funding initiatives and programs by strategically bringing together relevant faculty members and industry partners.

**Strategic Analysis**
- Analyze potential opportunities by conducting research; studying benchmarks; and preparing cost/benefit analysis. Provide guidance and recommendations to Associate Dean and Faculty on how to grow and expand opportunities
- Analyze research website and social media traffic to determine effectiveness of communications
- Monitor and report on performance of initiatives; measure effectiveness of marketing strategies
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- Assess funding programs and activities periodically to ensure they remain in line with Faculty goals and priorities
- Prepare reports, presentations, and written analyses

**Support Faculty Researchers**

- Facilitate cross-departmental links, interdisciplinary research, collaborative partnerships, knowledge mobilization activities, and the development of Faculty centres and institutes;
- Create and manage select Faculty-wide research events such as conferences, seminars, workshops, and special lectures, as required;
- Work with the Associate Dean, Research, and with other senior faculty to develop formal and informal mentoring strategies in the Faculty that are targeted toward new faculty and researchers who have experienced difficulty in maintaining a research agenda because of family commitments or other restricting factors;
- 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;
- Participate, as appropriate, in research-relevant Faculty and university-wide committees;
- Attend General Group meetings of Department Chairs; and attend meetings of Departments and Schools, as required
- Provide indirect support for Faculty researchers applying for internal or external research grants by distributing timely information and help sheets (e.g., grant deadlines, FAQs, grant writing tips, internal peer reviewer lists, proposal templates, etc.);
- Work with the Dean and Associate Dean, Research to identify suitable candidates for national and international research awards and prizes (e.g., Royal Society, Killam, etc.);
- Provide support to chairs/directors and nominators in the development of competitive academic award and prize nominations.

**Marketing and Communications**

- Build and maintain an archive of research-related information that can be used for research promotion, graduate student and faculty recruitment, and development purposes by the Faculty;
- Manage and expand research-related content on the Research section of the Faculty website;
- Liaise with the Communications teams, the Office of Research, and local media outlets to ensure that news about research activities in the Faculty is disseminated to as wide an audience as possible;
- Create and deliver effective presentations to partners and internal faculty members as required
- Develop marketing and promotion materials, working with Communications team

**Required Qualifications**

**Education**

- Master's degree or equivalent experience in a filed related to Mathematics, Computing, Engineering or Science. PhD preferred.

**Experience**

- 5+ years relevant experience in a university research or research administration environment
- Experience with individual and multi-author research proposals for government funding agencies is strongly preferred
- Knowledge of tri-agency programs and policies
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- Familiarity with other major research funding programs, both federal and provincial
- Have the ability to write short copy (web-based text), long copy (research proposals and reports), and research presentation material (power point) for broad audiences (technical reviewers and lay audiences)
- Demonstrated experience and knowledge of large-scale funding/granting agency practices at the provincial, national and international levels, with a focus on building academic/industry partnerships.
- Proven experience in identifying, developing and maintaining corporate relationships.
- Ability to access a network of contacts within industry, funding agencies, and government
- Experience with presentation and training

Knowledge/Skills/Abilities
- Strong project- and time-management, attention-to-detail, and problem-solving skills
- Have excellent research skills; must be able to compile and integrate relevant information (both qualitative and statistical) from a broad range of sources to strengthen proposals and reports
- Strong analytical skills and the ability to integrate and synthesize complex data and ideas
- Ability and confidence to communicate effectively with researchers from a variety of disciplines, with staff and senior administrators, and with sponsors
- Ability to work with confidential information
- Ability to work independently, and the capacity to work effectively and efficiently in a complex, fast-paced, and changing environment with numerous deadlines and priorities
- Excellent interpersonal, diplomatic and negotiation skills.
- Ability to interact effectively with a wide variety of people at all levels in organizations.
- Agile and adaptable, responsive to changes and feedback

Nature and Scope
- **Contacts:** Internally, the incumbent will present and discuss information and problems with: Dean of Mathematics Senior staff in the Dean’s office
  The incumbent will discuss research ideas, provide strategic advice about funding opportunities, and collaborate on proposal preparation with: Math faculty and staff
  The incumbent will exchange information about funding opportunities and proposal development with: Counterparts in other units in the Faculty of Mathematics, Counterparts in other faculties outside of the Faculty of Mathematics, UW Centres and Institutes. The incumbent will discuss funding opportunities, interpret agency guidelines, and collaborate on internal submission timelines and procedures with: UW Office of Research staff.
  Externally, makes contact with faculty and staff from other universities outside of UW, industry personnel, funding agency personnel, and government administrators to develop and promote research opportunities. Maintains and cultivates strong relationships with alumni, Advisory Council members and other stakeholders.
- **Level of Responsibility:** Manages a Faculty-wide function or process that is highly specialized. The incumbent is expected to work with minimal direct supervision.
- **Decision-Making Authority:** Provides decision-making support to the Dean and Associate Dean, Research, on matters relevant to Faculty research
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Working Hours: Regular working hours, with some evening/weekend work required during peak deadline periods.