

Job Description

Job Title:	Manager, Research
Department:	Mathematics Research Office
Reports To:	Associate Dean, Research and International
Jobs Reporting:	Technical Writer
Salary Grade:	USG 12
Effective Date:	December 2020

Primary Purpose

Working directly with the Associate Dean, Research and International (ADRI), the incumbent's primary objectives will be to grow the research portfolio of Mathematics' faculty members, ensure the ongoing success of Mathematics faculty in flagship national research programs, raise the national and international profile of the Faculty of Mathematics, and provide leadership within the Mathematics Research Office to ensure the operational effectiveness of the Faculty's research support services.

Key Accountabilities

Strategic Initiatives

- Provide leadership and direction in strategic planning activities to advance the Faculty's research agenda, working closely with the ADRI.
- Identify new and significant opportunities for research leadership, including emerging areas of research, new funding sources, and potential new collaborations. Ensure that Mathematics faculty are well-positioned and supported to capitalize on such opportunities.
- Develop strategies to ensure that the Faculty's established areas of research strength are properly recognized, supported, and sustained within the context of a rapidly evolving national research landscape.
- Provide leadership and oversight within the Faculty for high-profile and mission-critical funding programs, including the Canada Research Chairs program, and other key federal and provincial research programs.
- Provide counsel to Mathematics faculty members and staff on securing competitive research funding and effectively communicating their research goals and successes to stakeholders.
- Identify promising opportunities for new research collaborations within and beyond the Faculty of Mathematics, promoting communication between research groups and new interdisciplinary projects.
- Oversee the development of strategies to identify and remove systemic barriers to underrepresented groups within the Mathematics research community and exceed the Faculty's equity, diversity, and inclusion (EDI) goals and targets.
- Maintain a strong knowledge base of current UW programs, policies, resources, and services.

Performance Management

- Identify opportunities for improvement in current data gathering processes within the Mathematics Research Office and implement improved procedures in coordination with other groups on campus.
- Develop procedures and metrics to capture the Faculty's expertise and successes with respect to research.

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- Develop reports and analysis of the existing research strengths of the Faculty's departments and schools, and the development potential of these research areas with respect to emerging national and international priorities.
- Leverage institutional tools for research evaluation and bibliometric analysis to inform and support specific strategic research goals, as required.
- Provide qualitative and quantitative data and analysis for inclusion within the Mathematics Research Office's strategic direction and within annual progress reports.

Grants and Awards Support

- Work with the ADRI to increase the number and success rate of grant applications and award nominations.
- Provide direct support to researchers applying for internal or external research grants by providing pre-submission consulting and guidance, including substantive feedback on content and presentation, and, where required, editorial assistance.

Relationship Management

- Work collaboratively with the Office of Research to support the Faculty and University's research objectives and ensure strategic goals are fully aligned.
- Develop and maintain strong relationships with University leadership and research leaders within the Faculty of Mathematics.
- Represent the Faculty of Mathematics on University committees and working groups related to research. When necessary and appropriate, act as the ADRI's designated delegate.
- Facilitate communication and coordination between the ADRI, Department Chairs, School Directors and Research Centres and Institutes to ensure that all unit perspectives are properly reflected in the Faculty's strategic research support activities.

**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 in STEM discipline required.

Experience

- Three (3) or more years of experience in a research-driven academic environment.
- Writing, editing, and coordinating large-scale multi-disciplinary research proposals within academic institutions.
- Demonstrated experience in strategic planning and implementation of research initiatives.
- Demonstrated experience navigating the federal and provincial research and innovation funding landscape.
- Demonstrated familiarity with federal and provincial political priorities with respect to academic research.

Knowledge/Skills/Abilities

- Strong organizational, analytical, and problem-solving skills.
- Ability to work independently, and as a member of a team.
- Exceptional communication skills in all mediums, and the ability to select and carry a message through the most effective channel(s) in order to reach a target audience.

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- Strong knowledge of research management best practices, including strategies to increase EDI performance.
- Excellent interpersonal skills, with the ability to build effective relationships, partnerships and development efforts with individuals placed at all levels within an organization.
- Knowledge of UW policies, procedures and guidelines would be an asset.

Nature and Scope

- **Contacts:** Within the Faculty of Mathematics, the Senior Manager advises and consults with the Associate Dean, Research and International, Department Chairs, School Directors, and Centre and Institute Directors. The Senior Manager will also act as a liaison with the Office of Research.
- **Level of Responsibility:** High-level oversight and organizational responsibility for the Mathematics Research Office; integral involvement in strategic direction and goal setting; managerial responsibility for direct report(s) within the Mathematics Research Office.
- **Decision-Making Authority:** Must be capable of making decisions independently and providing ongoing managerial oversight to essential research funding programs for the Faculty. Provides expert strategic decision-making support to the ADRI. Enables prioritization, timelines, and task allocations with staff to meet the objectives of the Mathematics Research Office.
- **Physical and Sensory Demands:** Minimal, typical for an administrative office-based position.
- **Working Environment:** Typical academic office environment; occasional travel; regular working hours, with some evening/weekend work required; minimal exposure to disagreeable conditions in the workplace.