

## Job Description

---

<b>Job Title:</b>	Manager, Non-Profit/Public Sector Partnerships
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Director, FANS
<b>Jobs Reporting:</b>	n/a
<b>Salary Grade:</b>	10
<b>Effective Date:</b>	July 25, 2017

---

### **Primary Purpose**

The incumbent is responsible for developing research partnerships with foundations and other non-profit and public sector entities (F/PS) that will result in their sponsorship of University of Waterloo research. Additionally, the incumbent will foster knowledge translation (KT) activities with this sector to enhance impact of research in society. This position is responsible for managing and building a collaborative research portfolio with F/PS for programs within the FANS and Institutional Research group portfolios. Programs that would benefit from this expertise include but are not limited to: Genome Canada, NCE, CFI, ORF-RE, CIHR Knowledge Translation/Team/Network Grants, SSHRC Connection/Partnership Grants, and grant activities with Aboriginals. The incumbent will identify potential F/PS partners; promote and nurture relationships with F/PS; provide support for proposal development for partnership programs (including collaboration, research impact, end-user engagement, KT, and governance structure sections); and, negotiate terms and conditions for partner agreements. The F/PS Liaison will work closely with both internal and external stakeholders, to advance the profile and strategic research priorities of the University.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Build relationships with F/PS to enhance research collaboration:**

- Build solid relationships with F/PS, specifically targeted for potential collaborations with the University of Waterloo faculty;
- Identify strategic Opportunities in the community by promoting Waterloo research interests and capabilities externally with F/PS with the objective of establishing research partnerships;
- Coordinate campus visits, workshops and other events to enhance connections between Waterloo faculty and F/PS;
- Work with the Communications Officer in the Office of Research and within the six Faculties, to plan and implement communication strategies for enhancing Waterloo's research profile with F/PS; and
- Work with the F/PS at the partnered-program proposal stage to consider suitability and impact of their involvement.
- Facilitate partnerships between F/PS and Waterloo researchers to leverage government and agency funding under various partnership programs (e.g. Genome Canada, NCE, CFI, ORF-RE, CIHR KT/Team/Network Grants, SSHRC Connection/Partnership Grants, and grant activities with Aboriginals);

## Job Description



- Work with faculty members to acquire additional public sector funding/leveraging for their research by helping them develop their research, KT plans, and governance models in alignment with public sector interests and needs;
- Facilitate cross-Faculty/Departmental linkages and identify possible F/PS collaborations;
- In conjunction with Faculties, develop and implement ongoing strategies to identify, explore and steward public sector research partnerships; and
- Connect researchers with supportive and dynamic partners (internally and externally) that can actively promote the translation of research into policy and practice.

### **Facilitate research proposal preparation, review and submission**

- Identify and respond to opportunities for sponsored collaborative research programs within Waterloo, provincially, nationally and internationally, that address F/PS sector interests;
- Coordinate and assist with the preparation and submission of proposals to a wide range of F/PS partnered funding opportunities, including review and provision of expert advice on a variety of research proposal sections including: impact (e.g., economic, environmental, and social impacts); key receptor sites; research collaboration; research translation; end-user engagement; and partner support letters;
- Foster KT opportunities; and
- Assist in the development and design of governance structures based on the size and scope of the research proposal.

### **Develop and negotiate terms for partner contracts**

- Manage the execution of Non-Disclosure Agreements, agreements and contracts.

## **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

### **Education**

- Master's Degree in the Arts, Social Sciences, Humanities or Applied Research Field (e.g. Health Sciences) or equivalent is preferred.

### **Experience**

- 5+ years of relevant experience working with F/PS, either within the sector or as a collaborative partner (research or administration); proven ability to write, edit and/or evaluate research proposals; experience with, and knowledge of, sponsored partnership programs; previous work with large team grants and governance structures is an asset.

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

- Proactive leadership skills, ability to work independently, outstanding communication and interpersonal skills.
- Demonstrated project-management experience.
- Ability to source and analyze mission statements and aims in order to assess F/PS suitability as a research partner.
- Ability to promote the University of Waterloo research enterprise to prospective F/PS sponsors, excellent negotiation and service skills.
- Expertise in Knowledge Translation processes and governance structures.
- Ability to adapt to a complex, changing and deadline driven funding environment.
- Professional, competent and proactively aware of all University policies and practices pertaining to research, and the constraints and guidelines of the specific partner funding opportunities.
- Understanding of the research process with the ability to understand complex research projects to a level required to identify potential issues that may arise.

## Job Description



- Advanced technical proficiency with MS Word, MS Excel, MS PowerPoint, MS Outlook and Adobe Acrobat.
- Knowledge of a variety of granting agency programs is also an asset.

### **Nature and Scope**

- **Contacts:** Internal interactions with: Vice-President, University Research; and Senior Administration within the Office of Research; Industrial Liaison Officers; Faculty Deans and Associate Deans, Research; Faculty Development Officers; Department Chairs, School Directors; Development Officers, Office of Advancement; Directors of Research Centres and Institutes; and faculty members. External interactions with: officers and employees of F/PS entities, including Provincial, Federal and Municipal governments, not-profit-groups and foundations, and various community organizations.
- **Level of Responsibility:** The incumbent is responsible for developing and securing research partnerships and opportunities with F/PS as well as providing expert advice on KT processes, KT plans, and governance models for large team projects. The incumbent will have responsibility for planning, designing and implementation of marketing and communications initiatives to facilitate the formation of F/PS partnerships while working directly with faculty. This position includes specialized work with minimal supervision and provides a high level of guidance to others.
- **Decision-Making Authority:** Independently negotiating initial terms and conditions of F/PS contracts and grants requires interaction with Senior Administrators or legal counsel of F/PS and academic institutions.
- **Physical and Sensory Demands:** Requires exertion of sensory effort resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** On and off-campus travel is required.