

Job Description

Job Title:	Senior Manager, Knowledge Mobilization & Partnerships
Department:	Office of Research
Reports To:	Director, FANS
Jobs Reporting:	Manager, Knowledge Translation & Partnerships
Salary Grade:	USG 12
Effective Date:	March 2023

Primary Purpose

The incumbent is responsible for leading a Knowledge Mobilization Team to facilitate Knowledge Mobilization (KM) (also known as Knowledge Translation) activities across the research enterprise, with a particular focus on Non-profit and Public Sector partners. As such, the role is responsible for developing research partnerships with foundations and other non-profit and public sector entities (NP/PS) and for fostering KM activities with this sector to enhance impact of research in society, a vital component of the research enterprise. NP/PS engagement comes in many forms, including, but not limited to, direct sponsorship of research, matching contributor to grant proposals, collaborative development of research proposals, KM partners, and community outreach. This position is responsible for managing and building a collaborative research portfolio with NP/PS to support programs within all Pre-award portfolios. The NP/PS partners can be local, regional, provincial, national or international.

Key Accountabilities

Lead Knowledge Translation Activities

- Develop and expand KM resources and expertise to champion KM, by encouraging, supporting and facilitating KM across the institution's research enterprise to align with the university strategic plan
- Act as University-lead for membership with Research Impact Canada, a Pan-Canadian network focused on honing KM activities to increase the positive societal impact of research
- Liaise with other KM experts (e.g. university KM teams and special interest groups such as Canadian Partnership Against Cancer).
- Lead pan-university Community of Practice for KM activities
- Facilitate KM activities for research centres and groups
- Develop and deliver KM-related workshops/on-line resources for researchers

Build and maintain relationship with NP/PS entities to enhance research collaboration and KM

- Identify strategic opportunities in the community by promoting Waterloo research interests and capabilities externally with NP/PS with the objective of establishing research partnerships
- Lead activities to source and analyze mission statements to assess NP/PS suitability as a research partner and to build and nurture solid relationships with the identified NP/PS
- Act as primary contact for NP/PS partners seeking University of Waterloo expertise
- Coordinate campus visits, workshops, and other events to enhance connections between Waterloo faculty and NP/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 NP/PS;

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- Facilitate partnerships between NP/PS and Waterloo researchers to leverage government and agency funding under various partnership programs (e.g. New Frontiers Research Fund, SSHRC partnership programs, NSERC Alliance Option 2, Genome Canada, CFI, ORF-RE, CIHR Knowledge Translation/Team/Network Grants, government grants and contracts, and research activities with Indigenous groups) including working with the NP/PS at the partnered-program proposal stage to consider suitability and impact of their involvement
- Work with faculty members to acquire additional public sector funding/leveraging for their research by helping them develop their KM plans and governance models in alignment with public sector interests and needs
- Ensure equitable and inclusive practices are used while engaging partners and researchers
- Facilitate cross-Faculty/Departmental linkages and identify possible NP/PS collaborations
- In conjunction with Faculties, develop and implement ongoing strategies to identify, explore and steward public sector research partnerships
- Co-ordinate with other University of Waterloo units working with NP/PS partners (Office of Advancement, Co-operative and Experiential Education, Office of Indigenous Relations, Inclusive Research)

Manage NP/PS partnership agreements and KM-related funding programs

- Develop and negotiate terms for partner contracts (e.g. Non-disclosure agreements, Letters of Support, Memorandums of Understanding)
- Manage the pre-award stages of KM-related grant programs, including confirming investigator and partner eligibility, review of proposals for fit to sponsor mandate, maximize sponsor-specific strategies, impact, clarity, adherence to guidelines and policies (both sponsor and institution), grammar and typographical errors, and accuracy and eligibility of budget.

Manage and develop future KM and Partnership team

- Work with Director to strategize overall team staffing, considering EDII
- Provide oversight of the partnership and KM building activities of the team
- Supervise and mentor direct reports – including ensuring their career growth and potential are central to annual planning for the team
- Incorporate inclusive practices in team management
- Consult with Director to manage staff performance issues
- Advise Director on potential issues affecting staff morale and performance
- In consultation with Director, set annual goals and objectives for team
- Ensure activities follow OR Standard Operating Procedures and university policies
- Work with team to improve processes and communication for increased effectiveness and efficiency.

**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 <ul style="list-style-type: none">• Undergraduate Degree in the Arts, Social Sciences, Humanities or Applied Research Field (e.g. Health Sciences) or equivalent required with Masters preferred.
Experience <ul style="list-style-type: none">• 5+ years of relevant experience working with NP/PS, either within the sector or as a collaborative partner (research or administration); proven experience in writing, editing and/or evaluating research proposals; experience with sponsored partnership programs; previous work with large team grants and governance structures is an asset.• 2-3 years of staff management experience strongly preferred• 2-3 years experience in KM preferably in a research-intensive environment
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Proactive leadership skills, ability to work independently, outstanding communication and interpersonal skills.• Expertise in Knowledge Translation processes and governance structures.• Knowledge of NP/PS partnership agreements• Strong time-management skills• Ability to adapt to a complex, changing and deadline driven funding environment.• Advanced technical proficiency with MS Word, MS Excel, MS PowerPoint, MS Outlook and Adobe Acrobat.

Nature and Scope

- **Contacts:** The Senior Manager will work closely with both internal and external stakeholders to advance the profile and strategic research priorities of the University, as well as to coordinate activities with other outreach groups. Internal interactions: Vice-President, Research and International; and Senior Administration within the Office of Research; Corporate Research Partnership Managers; Pre-award groups, Inclusive Research team; Faculty Deans and Associate Deans, Research; Faculty Development Officers; Department Chairs, School Directors; Office of Advancement; Co-operative and Experiential Education; Directors of Research Centres and Institutes; and faculty members. External interactions with: officers and employees of NP/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 growing KM activities at Waterloo including building a KM team of professionals and community of practice. Also responsible for developing and securing research partnerships and opportunities with NP/PS as well as providing expert advice on KM processes, KM 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 NP/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 NP/PS contracts and grants requires interaction with Senior Administrators or legal counsel of NP/PS.
- **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. Occasional work outside of 'normal' business hours may be required on occasion.