

Job Description

Job Title:	Manager, Industry Engagement
Department:	Engineering Research Office
Reports To:	Director, Engineering Research
Jobs Reporting:	N/A
Salary Grade:	USG 13
Effective Date:	February 1, 2018

Primary Purpose

The Manager, Industry Engagement will identify, interact with and engage industry partners in engineering research programs. The incumbent will work with senior Waterloo Engineering staff and faculty to identify and pursue prospects for increased or new engagement, and to facilitate and ensure proper, timely follow-up by the Faculty of Engineering with industry partners. The incumbent will continuously serve as a conduit that can match, and then meld industry need with academic capacity.

Key Accountabilities

Establish and Maintain Relations with Industry Partners

- Foster meaningful interactions that will lead to collaborative research projects and research chairs
- Build and increase the Faculty of Engineering's profile in targeted areas of research expertise
- Liaise effectively with management, technical and administrative staff in companies of various sizes and sectors
- Coordinate the participation of industry partners in the preparation of collaborative research proposals, to aid in leveraging industry sponsored funding
- Organize and host events to profile Engineering researchers and build connections with industry

Liaison on Campus

- Work closely with the Director of Engineering Research and colleagues in the Engineering Research Office to further industry engagement on research programs and funding proposals
- Collaborate with relevant parties as appropriate, including research centres and institutes as well as the Office of Research, Co-operative Education, Marketing and Communications, Graduate Studies, and Advancement

Support for Strategic Research Initiatives

- Assist the Director of Engineering Research and others in facilitating faculty interactions with industry partners
- Represent the Faculty of Engineering at targeted industry meetings and events
- Assist with the management and interpretation of database information including key infrastructure assets and researcher expertise to support applications to strategic funding programs

Identification of Opportunities

- Assess emerging trends, determining prospective research opportunities
- Liaise with government funding agencies including the Tri-councils, Ontario Centres of Excellence, and Mitacs to be aware of their existing and new funding programs
- Liaise with members of the Kitchener-Waterloo innovation ecosystem including the Accelerator Centre, Communitech, and Waterloo Region Economic Development Corporation.

Required Qualifications

Education <ul style="list-style-type: none">• Bachelor's degree in Engineering required; Masters preferred
Experience <ul style="list-style-type: none">• Minimum 5 years industry R&D experience, preferably involving collaborative research with academia, or equivalent combination of education and experience• Minimum 5 years experience applying or interacting with research funding programs and policies in Canada and Ontario (Tri-councils, provincial agency)• Strong technical background and ability to quickly grasp new technologies at a high level• Experience with researching and analyzing corporate mandates to assess a company's suitability as a research partner
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Conversant with industry's research & development approach and able to translate to academic terms• Ability to match faculty competencies in advanced engineering research areas with industrial demand• Demonstrated ability to build and manage effective partnerships with internal and external clients• Shows maturity, tact, and diplomacy at all times• Strong time management, project management, and problem solving skills• Exceptional communication skills; written, verbal and presentation• Confidence with cold-calling prospects• Demonstrates active listening and empathy• Skillful negotiation and mediation ability• Ability to work with confidential information• Detail orientation• Timely triage and response to unsolicited requests/inquiries• Team player also capable of working independently and proactively• Technical skills: Word, PowerPoint, Excel, Client relationship management (CRM), WCMS

Nature and Scope

- **Contacts:** Internal: Director of Engineering Research, Research Centre & Institute Directors, Associate Dean of Engineering Research, Vice-Dean, Dean, Faculty, Staff Researchers, Office of Research – Institutional Research, Corporate Research Partnerships, Waterloo Commercialization Office. Interactions with internal partners primarily for collaborating, presenting and sharing information. External: Industry contacts (new and existing), Government contacts (Funding, Regulatory, Economic Development, Trade, Innovation). Interactions with external partners primarily for influencing and attracting industry partners to work with UW.
- **Level of Responsibility:** The position performs specialized work with minimal supervision and has no direct supervision of others. Extensive project development leadership required to take ownership of putting together the project plan and proposal for the partnership between the industry partner and faculty member. This position is responsible for driving the project up to the point the grant application is submitted to ensure its success and that all parties involved understand their roles and responsibilities.
- **Decision-Making Authority:** Full responsibility for decision making within client relationship management. Many decisions required in order to move forward with the project, including evaluating the validity of the opportunity, which is all done independently. Escalation to the Director required if there is a bigger strategic opportunity identified to discuss with established industry partners, or if there

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are any barriers to finalizing the partnership. Position will identify prospects most appropriate to engage (internal and external).

- **Physical and Sensory Demands:** Extensive sitting in an office based setting. Ability to focus and fulfill task at hand while maintaining a 'big picture' view. Attention to detail for analyzing data.
- **Working Environment:** Dynamic, time-sensitive workplace with challenging deadlines. Limited travel. Occasional evening or weekend work may be required.