

Job Description

Job Title:	Managing Director, Waterloo Advanced Manufacturing Consortium
Department:	Dean of Engineering Office
Reports To:	Associate Dean, Research and External Partnerships
Jobs Reporting:	Administrative Assistant (1), Writer and Report Coordinator(1), Accounts and Financial Reporting Officer (1), co-report of AMC Technical Staff (10) (they also report to AMC Asset Directors for technical direction)
Salary Grade:	USG 14
Effective Date:	February 2018

Primary Purpose

The Managing Director is responsible for the overall business leadership and day-to-day operations of the Waterloo node of Ontario's Advanced Manufacturing Consortium (AMC). The consortium is the result of the province's commitment of \$35M over five years announced in its 2016 Budget to help develop long-term industrial innovation projects and support industry-academic partnerships. The initial nodes of the AMC include three Ontario universities -- McMaster, Waterloo and Western. The Waterloo AMC comprises three world-class research assets – WatCAR Manufacturing, Additive Manufacturing and Robotics, and Centre for Intelligent Antenna and Radio Systems. The AMC is to focus on projects to make Ontario a leader in fields such as additive manufacturing and digital components and devices. Responsibilities of the Managing Director include direct supervision of administrative staff and co-supervision of technical staff in the Waterloo AMC, liaise with the other consortium universities and work closely with industry and other key stakeholders, both internal and external, to help the Waterloo AMC meet its objectives.

Key Accountabilities

Manage Waterloo AMC industry contracts and projects

- Prepare and coordinate proposals including detailed scope of work and budget for industry-identified contracts and projects.
- Work closely with the Director of AMC, the Managing Director of WatCAR, the AMC Collaboration Steering Group, relevant professional and administrative personnel of the Waterloo AMC's three research assets – WatCAR Manufacturing, Additive Manufacturing and Robotics, and Centre for Intelligent Antenna and Radio Systems.
- Track from start to finish all contracts and projects undertaken by the Waterloo AMC and ensure their completion along with any deliverables as agreed upon by concerned parties.
- Systematically collect feedback on contracts and projects from all parties engaged and use it to continually improve deliverables and client services.
- Work with AMC-PIs to grow AMC-Industry engagement and research/innovation capacity.
- Track impact and outcomes of all contracts and projects, including metrics such as products or processes developed/improved, jobs created, number of companies engaged, etc.

Foster interactions with industry, academic and government partners, and steward existing collaborations

- Under the leadership of the Collaboration Steering Group, target, pursue and cultivate external relationships, collaborations and partnerships that strongly advance the goals of the Waterloo AMC.
- Be the first contact for inquiries about the Waterloo AMC from industry, government, other institutions and the media.

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- Steward and build on existing collaborations and actively pursue new partnerships. Prepare and submit proposals when large equipment purchases are deemed essential.
- Coordinate the Waterloo AMC's technology transfer and commercialization initiatives.

Plan and implement marketing and communication initiatives

- Implement and manage a contact management database system.
- In consultation with the Collaboration Steering Group, develop a professional portfolio of marketing communications tools (e.g., brochures and presentation decks).
- Actively manage web and other key social media for Waterloo AMC. Manage media including press releases, media inquiries, and advertisements. Coordinate and participate in campus visits and events.
- Deliver presentations to corporations, government and industry.

Administrative Duties/Financial Accountability

- Implement and maintain up-to-date technology wherever appropriate to provide efficiencies and detailed annual reports for the Waterloo AMC activities, projects, goals, etc.
- Ensure financial accountability is maintained in accordance with UW requirements and standards.
- Oversee administrative aspects of the Waterloo AMC and maintain confidential files, correspondence, etc.
- Collaborate with Purchasing, Finance, and Human Resources as necessary to resolve issues that may arise.

Provide daily supervision for the Waterloo AMC

- Oversee the recruitment, hiring, evaluation, performance management, promotion, professional development and retention of all technical and administrative staff in the Waterloo AMC office.
- Ensure a high level of client service to stakeholders in industry, government and academia.
- Inspire an environment/culture where exceptional customer service is expected as integral to the service provided.
- Investigate, recommend and implement new technologies and initiatives to improve the level of client service.

Required Qualifications

Education

- A bachelor's degree in engineering is required; an additional degree at master's level in engineering or business administration is preferred.

Experience

- 5-10 years in engineering research and development administration, focusing on advanced manufacturing.
- 5+ years of experience in a Manufacturing Engineering role

Knowledge/Skills/Abilities

- Effective communication skills (both written and oral), including the ability to prepare and deliver presentations to large, diverse audiences.
- Outstanding interpersonal skills, including the ability to manage both internal and external relationships.
- The incumbent must have the ability to move seamlessly within academic, business, industrial, and governmental communities, being equally comfortable with students, faculty researchers, senior executives from small, medium and large, multinational corporations, and government officials.
- Strong managerial skills, including the ability to manage and motivate personnel.

- Proven leadership skills, including the ability to define and implement strategic plans for advancement of large projects, and to build collaborative research and development opportunities with diverse groups.
- Excellent analytical skills and business acumen. Effective critical thinking and decision making skills.
- Ability to prepare and manage a complex budget.
- Ability to balance competing demands on tight deadlines within a results-oriented environment
- Familiar with principles of advanced manufacturing
- Familiar with New Product Introduction practices through to mass production and implementation of innovative technologies & processes in either setting
- Working knowledge of web-design tools and software
- Advanced skills in Microsoft Office suite

Nature and Scope

- **Contacts:** Internally, the Director presents, discusses information and operational problems with the Dean of Engineering or its delegate, and the Waterloo AMC Collaboration Steering Group. Regular interactions with the Director of AMC to ensure that he/she is updated on the progress of AMC deliverables. Collaborates, negotiates and “sells” ideas with the Directors of the three assets of the Waterloo AMC. Obtains action, reaches agreement and negotiates with the Director of Engineering Research, WatCAR Managing Director, Faculty Financial Officer, and staff in the Office of Research, Finance, Communication and public affairs. Works with, influences, and motivates faculty and staff in Engineering. Externally, works with, influences, and motivates industry partners, funding agencies and the government.
- **Level of Responsibility:** Supervises day-to-day operation of the Waterloo AMC. Able to undertake multiple projects in the strictest confidence, often concurrently to separate external industry clients that may be market competitors. Independently advises faculty and research and technical personnel in connection with Waterloo AMC projects.
- **Decision-Making Authority:** The position will consult with the Associate Dean, Research and External Partnerships in major operational decisions. Assess options and pursue courses of action consistent with the efficient operation of the Waterloo AMC. Able to prioritize the Waterloo AMC activities for timely delivery, meeting varying deadlines for numerous contracts and projects simultaneously. Able to function independent of direct supervision in dealing with the Waterloo AMC projects.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Occasional travel required. Regular working hours, some evening/weekend work required. No significant physical or psychological risks. Minimal exposure to disagreeable conditions typical of a supervisory position.