

## Job Description



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<b>Job Title:</b>	Research Partnerships Manager
<b>Department:</b>	Math Innovation Office
<b>Reports To:</b>	Director, Innovation and Research Partnerships
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	March 2021

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### **Primary Purpose**

The Research Partnerships Manager will support the Director, Innovation and Research Partnerships and the Associate Dean, Innovation and Entrepreneurship (ADIE) in advancing the Faculty of Mathematics strategic research partnerships interests. The incumbent also supports individual faculty by project managing industry collaborations and related funding opportunities in Math and Computer Science (CS).

Moreover, the incumbent will support the Director in the development of effective research proposals for government, private sector and not-for-profit funding agents. The Research Partnerships Manager will also provide project management, review and oversight of research proposals and writing support to teams of faculty members and industry partners pursuing major partnerships and/or infrastructure grants; The incumbent also collects and analyzes internal data with respect to these activities.

### **Key Accountabilities**

#### **Coordinate Communication with External Partners**

- Support interactions between faculty and external partners that will build and maintain strong relationships.
- Maintain effective relationships with the relevant staff in companies of various sizes and sectors, as well as researchers in the Faculty of Mathematics.
- Coordinate the participation of external partners in the preparation of collaborative projects and proposals to aid in leveraging industry sponsored funding.
- Support in the organization of events that profile Math and CS researchers and aid them in expanding their connections to industry.

#### **Facilitate New Partnerships and Funding Opportunities**

- Support the Director with relationship management of new partnerships by preparing relevant information (e.g. one pagers, presentations, etc.)
- Maintain a relationship with government funding agencies and become intimately familiar with their matching programs (NSERC Alliance, Mitacs, OCE, etc.)
- Assess emerging trends and suggest prospective collaboration opportunities between the Faculty of Mathematics and external partners.
- Actively research industry tradeshows, conferences and industry organizations around the world, and make informed suggestions for the Director.

#### **Support Strategic Research Initiatives**

The Faculty of Mathematics regularly prepares large scale research proposals to leverage industry funding in support of the Faculty's strategic priorities. The incumbent will be responsible for ensuring these proposals are of the highest quality through:

- Project managing teams of faculty members and external partners.

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- Assist the Director, Innovation and Research Partnerships in writing compelling proposal material, including background preparation, fact-checking, and the translation of technical research information into accurate text that is understandable, readable, and appropriate to the audience.
- Work with the Director, Innovation and Research Partnerships to identify and develop opportunities to establish new matching and infrastructure funding as well as grow existing programs.

### **Data Collection and Analytics**

- Support with the collection and analysis of relevant data to describe individual researcher achievements, funding, and success rate statistics.
- Assist with the management and interpretation of database information, including key infrastructure assets and researcher expertise to support applications to strategic funding programs.
- Produce fact sheets and presentations that profile Math and CS research and researchers.
- Provide the Director Innovation and Research Partnerships with advice, information and data related to upcoming funding opportunities to support decision making in the establishment of internal procedures.
- Maintain contacts with the Office of Research and relevant funding agencies to ensure information provided and interpretation of guidelines to Math and CS researchers are complete, current, and accurate.

### **Grant Competition Coordination and Management**

- Verify budget calculations and projections and adherence to the university and agency requirements, fact-checking.
- Act as expert source of information and advice regarding matching and infrastructure funding agent priorities, guidelines, deadlines, review procedures, selection, etc.
- Provide the Associate Dean, Innovation and Entrepreneurship and Director, Innovation and Research Partnerships with quality assessment reviews of complex and/or problematic applications.

*\*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 required.
- University-level experience required.

### **Experience**

- A minimum of 2 years' experience preparing and reviewing funding proposals for government and not for profit funding agencies.
- Minimum of 2 years' experience applying and interacting with industry matching funding.
- Demonstrated research skills, including the ability to compile and integrate relevant information (qualitative and statistical), from a broad range of sources to inform strategy and planning.
- Demonstrated ability to effectively interact and maintain good relationships with business, startups, and entrepreneurs, in general.

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

- Maturity, tact, and diplomacy.
- Strong time management, project management, and problem-solving skills.
- Active and empathetic listener
- Ability to work with confidential information

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- Detail orientation
- Team player also capable of working independently and proactively.
- Technical skills: Microsoft 365, AirTable, Excel

### Nature and Scope

- **Contacts: Internally**, the incumbent will present and discuss information and problems with: Associate Dean, Innovation and Entrepreneurship and Director, Innovation and Research Partnerships. The incumbent will discuss research ideas, provide strategic advice about funding opportunities, and collaborate on proposal preparation with: Math and CS faculty and staff. The incumbent will exchange information about funding opportunities and proposal development with counterparts in other departments in the Faculty of Math, counterparts in other faculties outside of the Faculty of Math, UW Centres and Institutes. The incumbent will discuss funding opportunities, interpret agency guidelines, and collaborate on internal submission timelines and procedures with UW Office of Research staff. **Externally**, make contact with faculty and staff from other universities outside of UW, industry personnel, funding agency personnel, and government administrators to develop and promote research opportunities. Maintains and cultivates strong relationships with business and NFP partners and other stakeholders.
- **Level of Responsibility:** The work requires specialized knowledge.
- **Decision-Making Authority:** Provides ADIE and Director, Innovation and Entrepreneurship with decision support on the establishment of timelines, allocation of personnel and resources, to support the research missions of the Faculty of Math and meet the objectives of the faculty's strategic plan.
- **Physical and Sensory Demands:** Minimal demands, typical of and administrative position within and office environment
- **Working Environment:** Working Conditions: Located in a comfortable indoor area. Much of the time is spent sitting in a comfortable position with opportunity to move about. There is a frequent need to give close attention to various stimuli such as written material and verbal information. The work is varied and priorities must be juggled to ensure all projects are completed successfully. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Working Hours: Regular working hours, some evening/weekend work required.