Nipissing University
JOB DESCRIPTION

POSITION:	Manager of Research & Innovation
DEPARTMENT:	Office of Research, Innovation, and Graduate Studies
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SALARY LEVEL:	SL 6
SUPERVISOR:	Associate Vice-President, Research, Innovation, & Graduate Studies (AVP RIGS)

SUMMARY OF FUNCTIONS:

Reporting to the AVP RIGS, the Manager of Research and Innovation is responsible for administrative and operational oversight of research and innovation services, engagement with external research partners, and research communications. The Manager will work with the AVP RIGS to establish goals and ensure that all objectives related to innovation, commercialization, and research partnerships in the strategic research planning documents are met. These objectives focus on innovative growth and development in the research enterprise, maintaining and establishing new partnerships, documenting and communicating research impact, developing policies and processes to support research integrity and compliance with government research policies, and ensuring efficient and effective activities within research services. Furthermore, the goal of the Manager is to enhance the research and innovation reputation of the university by creating a brand and obtaining national recognition for research and innovation outcomes and impact.

DUTIES & RESPONSIBILITIES:

Innovation and Commercialization **(25%)**

- Oversee the development and implementation of a framework to promote and deliver commercialization and industry partnership activities
- Seek out partnerships with external service providers to enhance Nipissing's commercialization and industry partnership capacity
- Identify all existing partnerships with internal Faculties, Departments, and programs to enhance Nipissing's research partnership and innovation capacity and direct those relationships to ensure objectives are being met
- Support development of ongoing relationships with industry and government entities to increase the industry base that Nipissing University can draw upon for innovation, commercialization, and industry partnership opportunities
- Seek out opportunities to expand innovation, commercialization, and external research partner engagement activities, manage and complete special projects, and deliver reports as required on activities

- Develop a database system to facilitate all innovation, commercialization, and industry partnership activities and reporting requirements. Provide data and reports to senior admin on an as needed basis
- Conduct research and develop reports for special projects related to research and innovation opportunities and mandates

Research Partner Engagement (25%)

- Identify and support development of strategic relationships with external partners in order to assist in the development of large-scale, multi-faceted industry partnerships for research, innovation, and commercialization purposes
- Increase the number of research partnerships and the amount of industry funding for research and innovation activities on an annual basis; work with AVP RIGS to set and reach targets
- Support the development of grant applications to provincial, federal, and non-government funding programs that leverage collaborations with industry and external partners
- Engage in strategic networking activities to promote Nipissing University's research capabilities, proactively solicit sponsored research, further academic-industry partnerships, and respond to inquiries from industry regarding Nipissing's research capacity
- Develop and review policies, procedures, and research agreement templates to support engagement in partnered research, innovation, and commercialization activities
- Support researchers with development of research agreements, including advice on research security, intellectual property, and commercialization policies and regulations

Communications & Promotion of Research (25%)

- Research, develop, implement and assess, in collaboration with the AVP RIGS and other internal constituents, a Strategic Communications Plan for the Office of Graduate Studies and Research
- Ensure consistency with the University's Strategic Plan and the Strategic Research Plan
- Develop effective key performance indicators (KPIs) to regularly assess the effectiveness of the plans in order to indicate areas of success and improvement or opportunities
- Implement changes as necessary to achieve outlined or adjusted objectives
- Develop and implement a strategic communication plan to celebrate, promote, and demonstrate the impact of faculty and student research, innovation, and commercialization activities, with consideration for effective communication to diverse audiences
- Develop effective relationships with internal stakeholders to facilitate synergies between departments in achieving University goals
- Implement a strategic communications plan to improve internal communication with Nipissing University concerning Office of Graduate Studies business, research and innovation opportunities and activities, and graduate studies information
- Consult faculties and internal departments to increase office efficiency and growth
- Oversee various corporate profile-building events, ensuring collaboration with community partners

- Develop, implement and manage resources and processes to ensure the effective execution of research and innovation events (e.g., Research Month)
- Lead coordinator of yearly research and innovation events and research services offerings, liaise and recruit external partners for involvement in projects
- Evaluate delivery and impact of research and innovation networking, events, and initiatives to identify impact, opportunities for improvement, and make strategic decisions about future engagements
- Initiate creative opportunities to celebrate the success of Nipissing research and researchers
- Develop and utilize a strategic communications plan to inform faculty of external and internal research funding
- Assist in researching and developing briefing materials and speaking notes for AVP RIGS and other executives, in preparation for events, media engagements, and government consultations on research and innovation topics
- In coordination with External Relations, communicate results of grant competitions and develop media releases as appropriate
- Maintenance of the Research website (Research & Ethics) in alignment with the research strategic communications plan

Office Management **(25%)**

- Supervise staff in the Research Office and provide effective coaching, mentoring and development to staff to ensure their success
- Establish clear performance expectations and support staff in delivering high-quality outcomes aligned with the vision and direction of the office and the University
- Manage all budgets and financial decisions for the unit
- Develop and review university policies, practices, and procedures including but not limited to commercialization, intellectual property, university-industry partnerships, centres and institutes

Any other duties as assigned.

QUALIFICATIONS:

Education: University degree (Graduate degree considered an asset)

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three (3) to five (5) years of relevant work experience with research, research services communications, innovation and commercialization
- Experience working with MS Office, Datatel, ROMEO, Webadvisor, Informer, Qualtrics and more
- Web Development (e.g., SharePoint/FrontPage) HTML coding and Dreamweaver software

- Excellent knowledge of university, college, or hospital research processes and practices, including commercialization and industry partnerships
- Technology commercialization strategies and practices
- Academic-industry partnerships
- Research and commercialization agreements
- Entrepreneurship and startup companies
- Knowledgeable about intellectual property (patent, copyright, trademark, etc., domestic and global) legislation, changes, precedents, issues and emerging trends through current literature, networking opportunities, and regular liaison with technology transfer colleagues
- Excellent leadership skills
- Managerial and supervisory skills and knowledge
- Excellent ability to market commercialization and industry partnerships and any new initiatives
- Strong ability to create business plans to create a revenue-generating unit
- Excellent writing skills; close attention to detail for writing and understanding appropriate interpretation of contracts and agreements
- Ability to meet deadlines
- Strong analytical and strategic thinking skills
- Tact, sensitivity, and diplomacy
- Excellent oral and written communication skills
- Ability to work independently as well as in a team environment in a high-volume department

RELATIONSHIPS/CONTACTS:

Supervised by: Associate Vice-President, Research, Innovation, & Graduate Studies

Positions Supervised:

- Research Coordinator
- Secretary to the Office of Graduate Studies and Research

Internal Contacts: Faculty, Students, and Staff

External Contacts:

- Government representatives (municipal, provincial, federal)
- Ministry of Research, Innovation and Science (MRIA)
- NOHFC (Internships)
- Mitacs
- All Funding Agencies
- Other universities and community organizations

MATERIALS UTILIZED:

- General office equipment
- Academic Calendar
- Computer workstation including various software applications

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Regular visual and mental concentration
- Little physical effort; some sitting, standing and walking
- Regular conflicting demands/requests
- Regular interruptions
- Regular working hours with some “peak times”

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

_____ _____

Employee Name (please print) Date

_____

Employee (Signature)

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Approvals

_____ _____

Supervisor Date

_____ _____

AVP, Human Resources Date