

## Job Description

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<b>Job Title:</b>	Senior Manager, International Research
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Director, FANS
<b>Jobs Reporting:</b>	Grants and Contracts Managers, Research Coordinator
<b>Salary Grade:</b>	USG 12
<b>Effective Date</b>	January 2024

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### **Primary Purpose**

The Senior Manager, International Research provides expert and strategic advice to University of Waterloo researchers and senior administrators about applying for and/or holding research funding, including grants and contracts from International sponsors, such as Horizon Europe and National Institutes of Health (US); supports and facilitates research activities with partnering International institutions; manages effective and efficient research administration with a focus on research facilitation coupled with risk mitigation; and mentors and/or supervises team members using equitable and inclusive best practices.

The Senior Manager possess skills at an expert level, with depth of expertise and experience. They have leadership and problem-solving capabilities.

### **Key Accountabilities**

#### **Provide strategic advice, funding portfolio oversight and implementation:**

- Provide strategic advice to university senior administrators about sponsors and programs within the International portfolio, identifying opportunities, challenges, and risks.
- Support the implementation of the Office of Research and University strategic plans.
- Lead complex, high dollar funding programs.
- Collaborate with and advise Faculties and Academic Support Units on the development and implementation of grant funding.
- Manage work, information, and logistics of funding program deliverables and deadlines.
- Maintain a strong understanding of current research funding program policies, guidelines, and requirements.
- Maintain relationships with funding sponsors to ensure a collegial working relationship and provide input on key issues that arise (suggest changes to requirements, documentation, etc.)
- Evaluate current policies, guidelines, practices, programs, and processes relevant to the Office of Research and ensure they align with funding program policies and processes.

#### **Facilitate / Oversee research proposal preparation and submission, and awarded projects:**

- Provide expert advice, working with researchers to develop research funding proposals that are of high quality and Internationally competitive, potentially with industrial, not-for-profit, or multi-institutional partnerships, including:
  - Provision of on-line resources such as strategic guides, webinar recordings, application and budget templates.
  - Budget development to ensure compliance with university policies as well as application guidelines set by the sponsor.

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- Assure compliance with eligibility, reporting, and submission requirements (e.g., format, matching fund requirements and deadlines).
- Strategically review for clarity, impact, and sponsor/program-specific expectations, as well as proofreading for typographical or grammatical errors.
- Identify contractual terms that bind the University and researchers, mitigating risk as appropriate.
- Act as central point-of-contact to coordinate and provide proactive and ongoing support for large, complex projects deemed of strategic importance to the institution.
- Oversee funded projects for life of the activity for compliance, eligibility, partnerships, and reporting requirements.

### **Process analysis and improvement:**

- Develop new models and/or update existing templates for programs within the respective pre-award portfolios including, but not limited to, sample applications, grant agreements, contracts, Memoranda of Understanding, Non-Disclosure Agreements or inter-institutional agreements, Research Personnel and Student Agreements.
- Participate in core team meetings to develop consistency among Office of Research groups including development and/or updating of standard operating procedures used for daily workflow.
- Working with key stakeholders, identify gaps and inefficiencies with respect to research administration and provide solutions to improve efficiencies, reduce duplication of work, and reduce risks. This may involve participating on internal or external committees or providing input to financial and process audits.
- Problem-solve any issues that arise within the context of university research activities, working with other areas within OR, other departments, faculty, and sponsors as needed.

### **Negotiate terms for sponsor, consortia, and inter-institutional agreements, amendments, etc.:**

- Prepare (or use appropriate template) and/or negotiate research agreements and contracts with suitable risk management (requires significant knowledge of legal implications, accountability requirements (such as protection of human participants or safety), sponsor and university policies and guidelines, financial responsibilities and procedures, indemnity, liability, insurance issues, intellectual property protection, rights to publish, conflict of interest issues, federal legislation (e.g., Personal Health Information Protection Act), and knowledge and appreciation of the complexities of International agreement (such as research security)). These agreements can reach multi-millions of dollars in value and be multi-institutional in nature.
- Manage the institutional risk exposure from agreements/contracts while maintaining good working relationships with external research partners and faculty members.
- Prepare and submit/negotiate specific requests for amendments to agreements including, but not limited to, end date extensions, budgetary reallocations, changes to scope of project.
- Assess need to consult with the Director, OR legal counsel, OR research security, Finance, IST (Information Systems & Technology), senior administration in the faculties, or others as required.
- Provide or coordinate signature(s) for execution of agreements and amendments.
- Manage the terms and conditions of the agreements by monitoring the activity and providing reminders, information and reports as required to faculty, research finance and sponsors.

### **Collaboration, Communication, and Relationship Building:**

- Build close working relationships with Deans, ADRs, Waterloo International leadership and staff, faculty members, departmental research administrators and central units on campus (i.e., Plant Operations, Procurement) during the life cycle of research projects to ensure that research activities, including securing agreements and contracts, renovation/construction, purchasing, reporting and administration, are implemented and follow the policies/guidelines of the respective funding agencies.

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- Provide outreach activities, both one-on-one and via workshops/information sessions/presentations; coordinate and organize sponsor visits/workshops; take leadership role to provide guidance to faculty on possible suitable funding sources, both face-to-face through presentations and through email.
- Regularly interact with funding agency personnel, to ensure knowledge of the sponsor's focus, objectives, and expectations, as well as current guidelines and policies.
- Advise Faculty Deans, ADRs, Academic unit heads and researchers on new guidelines and other information critical to funding programs within the portfolio.
- Act as institutional point of contact for specific programs within the portfolio, which requires proactive engagement of Program Managers and Administrators within sponsor organizations, administrative contacts within partner institutions and all relevant stakeholders across campus.
- Attend meetings on and off the University campus with agency representatives, government officials and/or researchers, and prepare written and make oral presentations as required. Examples of presentations include those pertaining to competitions, changes in sponsor guidelines, preparation of progress reports or finalization of award agreements, and responses of agencies to university applications.
- Organize, administer, and participate in ad hoc committees as needed for research activities.
- Undertake special projects and prepare non-routine reports required by the Vice-President, Research and International, pre-award Directors, and other university administrators using various data sources. The incumbent is expected to design and generate specific reports from generalized requirements provided by the requester.
- Handle general research-related inquiries within the portfolio as needed.

### **Supervision:**

- Assist the Director with hiring, using equitable and inclusive hiring practices.
- Manage staff to ensure achievement of team strategic goals and priorities in the areas under their direction.
- Ensure that all staff under their direction receive appropriate coaching, training, and opportunities for personal growth and professional development.
- Evaluate the contribution of direct reports, providing ongoing feedback and conducting Annual Performance Reviews.
- Incorporate inclusive practices into team management.

*\*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**

- A master's degree or equivalent related education and experience which provides strong knowledge of an academic research environment.

### **Experience**

- At least 3 years experience in research administration, preferably in an academic institution
- 1 to 3 years experience in research proposal editing and budget development are essential, preferably with international sponsors.
- 1 to 3 years experience in negotiation of legally-binding agreements, preferably research related and with international partners.

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- 1 to 3 years staff management / supervisory experience

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

- Must have exceptional communication (oral and written), negotiation, problem solving, consultation, presentation, analytical, training, leadership, and organizational skills.
- Must have ability to interpret and apply policies of both the institution and sponsors, as well as knowledge of relevant laws.
- Strong proficiency with a variety of computer software applications including word processing, spreadsheet, database management, pdf manipulation is required.

### **Nature and Scope**

- **Contacts:** The Senior Manager, International Research will interact with university research faculty, trainees, personnel within OR and WI, university senior administrators, department and faculty administrators (such as FFOs), and personnel in other units such as Graduate Studies and Postdoctoral Affairs, the Safety Office, Human Resources, Procurement, IST, Plant Operations, Central Finance, as well as contact with Sponsors and Partners (including academic, industrial, non-profit or public sector).
- **Level of Responsibility:** UW's reputation, performance obligations spelled out in research agreements, potential liability issues, risk mitigation (eg. research security, financial terms) and intellectual property protection are matters for which the incumbent has responsibility. Signing authority per Procedure 1A (i.e., up to \$500,000)
- **Decision-Making Authority:** Authority to determine institutional or investigator eligibility to apply for or hold research funding based on sponsor and/or university requirements and policies. Authority to negotiate to reach acceptable terms and conditions for execution of research agreements, such as sponsor agreements, inter-institutional agreements, and data transfer agreements
- **Physical and Sensory Demands:** Minimal demands typical of operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions, although the incumbent will, from time to time, work in high stress situations, particularly around submission deadlines.