#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Senior Director, Research & Innovation

**Job Number:** X-422 | VIP: 1730

**Band:** 11

**Department:** Research & Innovation

**Supervisor Title:** Vice President, Research & Innovation

**Last Reviewed:**  April 27, 2022

#### **Job Purpose:**

The Senior Director, Research and Innovation provides leadership to Trent University’s Research and Innovation portfolio, including administration of the Office of Research and Innovation, research services and support; partnerships, commercialization, and entrepreneurship; animal care; and strategy, policy, communications, and special projects.

Reporting to the Vice President, Research and Innovation, the Senior Director is a member of the University’s Senior Management Committee and is a strategic leader inside and outside the university community. They set direction and standards for service delivery, develop strategy, principles and build relationships for partnerships and commercialization activity, steer research and innovation related policies, oversee the University’s animal care staff, contractors, and facilities, and provide leadership across the full scope of the University’s Research and Innovation portfolio.

#### Key Activities:

##### Leadership

* Leads a team of management, staff, and a range of contractors in support of the University’s strategic research goals.
* Provides budget leadership and oversight of operational, contract, and research funding.
* Provides leadership and support to the development and maintenance of the University’s research organizations, including direct oversight of the Entrepreneurship and Social Innovation Centre (ESIC).
* Leads the development and implementation of indicators and benchmarks related to research funding and research performance.
* Supports the VPRI with all Research Centre activity in the Office of Research and Innovation.
* Represents the Vice President, Research and Innovation on internal and external committees, with industry, and in the community.

##### Research Services and Support

* Oversees an efficient and effective Research Services and Supports operation.
* Leads the development and implementation of the University’s research services and supports strategy.
* Ensures policies and processes are in place to support the responsible conduct of research.
* Oversees and ensures risk analysis is conducted with high level problem assessment, international geo-political sensitivities, conflict of interest, and funded research agreements.
* Ensures the timely reporting of all research activity to funding agencies, government, industry, and other partners.
* Executes agreements on behalf of and in consultation with the Vice President, Research and Innovation.
* Ensures research grant and contract obligations are met.

##### Partnerships, Commercialization, and Entrepreneurship

* Oversees efficient and effective operations related to partnerships, commercialization, and entrepreneurship.
* Oversees the ESIC.
* Works with the Vice President, Research and Innovation to promote, formalize, and embed innovation throughout the university and in conjunction with Cleantech Commons, the EaRTH district and other networked partnerships.
* Leads the development and implementation of the University’s commercialization and entrepreneurship strategy.
* Builds strategic new relationships with industry, community, and other partners to identify, pursue, and maximize partnership and commercialization potential.

##### Animal Care

* Oversees efficient and effective Animal Care operations.
* Ensures all necessary certifications required for live animal research are maintained.
* Ensures compliance with all regulations related to animal care.
* Works with the Animal Care team through the Manager of Animal Care.

##### Strategy, Policy, Communications, Administration, and Special Projects

* Oversees the efficient and effective administration in the portfolio of the Vice President, Research and Innovation, including emergent project and funding opportunities.
* With the Vice President, Research and Innovation, assists in the development and follow through of the University’s Strategic Research Plan.
* Operationalizes the Strategic Research Plan.
* Provides guidance, advice, and strategic direction on research and innovation related university policy.
* Oversees regular and strategic research communications, collaborating with the University’s Communications team.
* Sits on committees such as the Research Policy Committee to direct research activity within the institution.
* Sits on committees such as the EaRTH District research committee to direct collaborative research activity across institutions.

#### Education Required:

Doctorate Degree.

#### Experience/Qualifications Required:

* A minimum of 10 years of experience in post-secondary administration, including progressive leadership experience.
* Demonstrated success in leadership and management.
* Broad knowledge of the research environment and landscape, including government and industry funding.
* Experience conducting research and in supporting researchers in furthering their research programs, facilities, and funding opportunities.
* Solid knowledge and understanding of intellectual property and commercialization.
* Experience with complex contract review and negotiation.
* Ability to build and maintain strong relationships with community, industry, and other collaborators and funders.
* Extensive experience with policy development and governance processes.
* Experience developing and managing large and complex budgets.
* Demonstrated ability to lead project teams in a complex environment that involves multiple stakeholders.
* Strong interpersonal and communication skills (oral and written), in addition to experience with conflict resolution techniques.
* Ability to foster a cooperative work environment and team approach to effectively accomplish goals and objectives.
* Demonstrated ability to promote professional learning of staff.
* Ability to consult extensively, solve complex problems and work with other units in the university to resolve difficult issues.
* Demonstrated ability to act as a change agent and experience with continuous improvement of business processes.

#### Supervision:

* Leadership and supervision for the full scope of the portfolio of the Vice President, Research and Innovation.

**Job Evaluation Factors:**

##### Analytical Reasoning

Work requires a very high level of analytical reasoning. Areas of responsibility are extremely broad, complex, and multi-faceted. Judgement and critical thinking are required daily in interpreting and administering complex, and sometimes competing, university and government, and funder regulations and programs. Determining priorities for major spending (compliance activities, facility repairs, live animal care activities). Major considerations for policy, reputation, risk, and finances on a daily basis.

Examples include:

* Prioritizing institutional contributions to research grant applications and committing institutional funds, ranging from hundreds of dollars to hundreds of thousands of dollars.
* Analyzing and interpreting policies, collective agreements, and complex contracts to determine things like intellectual property ownership, research conduct issues, financial implications, and risk to the university.
* Cultivation of strategic research partnership in consideration of reputation, geopolitics, and conflict of interest.
* Building strategy for increased revenue and grant capture and commercialization of intellectual property.
* Interpreting government rules and mandates and determining appropriate institutional response and compliance.
* Determining where the University lacks policy or procedures and navigating appropriate processes for drafting, consultation, and approval.

##### Decision Making

Complex, independent decision-making on a daily basis across a wide variety of areas of responsibility. Little direction beyond general guidance to make decisions that often have no precedent. Responsible for making decisions with significant impact to finances, risk, reputation, equipment, partnerships, grant capture, commercialization, policy, animal care, and research activity.

Examples include:

* Determining budget priorities for the VPRI portfolio.
* Committing institutional cash and in-kind contributions for grant applications ranging from hundreds of dollars to hundreds of thousands of dollars.
* Negotiation of contract terms with funding organizations.
* Determining whether a research project exceeds institutional tolerance for risk.
* Purchasing goods and services, sometimes valued in the hundreds of thousands.
* Determining whether to enter into Memoranda of Understanding.
* Deciding on exceptions to policy or standard procedures.
* Making decisions to advise Vice President, Research and Innovation.
* Determining whether research activities comply with the Tri-agency policies.

##### Impact

Actions and decisions made by the incumbent have a substantive impact on the University.

Examples include:

* Eligibility for Tri-agency funding – non-compliance with Tri-agency policy would prevent the University from being eligible to access funds from Canada’s primary research funding sources
* Reputation – research partnerships with organizations that have not been vetted, that pose a conflict of interest, or that pose substantial reputational risk could jeopardize institutional reputation and compromise existing and future partnerships and funding
* Legal consequences, including potential for contractual disagreements, breaches of confidentiality and non-disclosure agreements, lawsuits, and human rights issues
* Financial – entering into agreements and projects with budgets in the millions of dollars, committing institutional funds and ensuring that the university does not lose out on funds, make ineligible purchases, or spend in excess of budget
* Internal – adhering to collective agreements and policies, determining where exceptions are needed and making decisions that could significantly impact research activity, relationships, negotiations, and performance. Determining institutional priorities for major funds.

##### Responsibility for the Work of Others

Direct Responsibility for the Work of Others

* Manager, Research Engagement (+ staff)
* Assistant Director, Research Support (+ staff)
* Manager, Animal Care (+ staff)
* Contracted services (i.e.. Partnership and commercialization, intellectual property services, contract and legal services, veterinary services)
* Staff in the Entrepreneurship and Social Innovation Centre

Indirect Responsibility for the Work of Others

* Research activity
* Research finance

##### Communication

Internal:

* Vice Presidents
* Deans, Chairs, Faculty, and academic administrative staff
* Associate Vice Presidents and Senior Management
* Research Committees (advisory)
* Research Organization Directors
* Executive Director, Cleantech Commons

External:

* Community partners (relationship building, solving community issues through research activity)
* Industry partners (relationship building, requests for funding, commercialization)
* Institutional partners (ie. EaRTH, Fleming College)
* Tri-agency
* Innovation Cluster (MOU)
* Lawyers (intellectual property, contracts)
* Mitacs
* Cleantech Commons tenants (promote and facilitate research activity)
* eCampus Ontario (commercialization and research activity)
* Canada Foundation for Innovation
* Government (funding)
* Donors (for research activity)
* External research organizations and committees (SHARCNET, NDRIO)
* Professional Associations (CARA, AUTM, etc.)

##### Motor/ Sensory Skills

* Keyboarding & mouse manipulation - computer usage impacts upon majority of responsibilities
* Driving - To attend meetings and events
* Dexterity/Coordination - Interaction at special events
* Hearing, speech and visual - communication, negotiation and presentations

##### Effort

Physical:

* Varying and extended hours of work required, often long work days, and weekends
* Long periods of time spent keyboarding, in meetings
* Events - prolonged standing, interaction, logistics, and coordination
* Prolonged periods of work are common
* Frequent driving and travel

Mental:

* Sustained concentration & focus on complex strategy and policy.
* Must be able to make complex decisions in a high volume, busy environment and responds to issues as they develop.
* Must be responsive and provide guidance to faculty and staff when university, government, or funder regulations change.
* Deal with multiple and competing deadlines and must establish priorities to ensure all tasks are completed in a timely manner.
* Must interpret complex policies and regulations which are often conflicting or not in alignment.
* Ability to develop budgets with accurate forecasting and then to manage and take corrective action as required.
* Regularly interpreting proposal requirements and determining large institutional commitments is stressful and has significant financial impact on the University.

##### Working Conditions

Physical:

* Work is in multiple locations, primarily in-doors.
* Frequent driving and travel to attend meetings, at all times of the year and at irregular hours.

Psychological:

* Demonstrated flexibility in meeting shifting demands and priorities and managing multiple tasks; often with little control over schedule.
* Daily use of judgement and decision making in stressful situations.
* Sensitivity is required when dealing with complex and confidential student, faculty, and staff issues.
* Complex/crisis situations related to research activities and agreements.
* Short deadlines for submission of important applications and reports.