

**POSITION DESCRIPTION****June 2021****POSITION TITLE: Manager, Research, Commercialization and Partnerships (contract)****Contract Salary Range:** Dependent upon qualifications**Organizational Structure:** Reports to the Executive Director**Location:** Work remotely until further notice. Must be within commuting distance of or Burlington/Toronto, Ontario or The University of British Columbia, Vancouver, BC.***Primary Purpose of the Position:***

The Manager, Research, Commercialization and Partnerships is required to maintain and administer all aspects of the Research, Commercialization and Partnerships program of the NanoMedicines Innovation Network (NMIN) Inc., a national Networks of Centres of Excellence. NMIN is designed to establish and mobilize a network drawn from academia, industry, and other not-for-profit research enterprises to maintain and improve Canada's position as a global leader in developing next generation nanomedicines through research undertaken in partnership with industry, government, not-for-profit decision-makers. The Manager, Research, Commercialization and Partnerships is responsible for detailed financial management of NMIN's research investments and partnership support commitments, proposal adjudication processes, research administration, tracking and coordination of all activities with respect to the Network's research program investments and NCE Program reporting and accountability, research progress tracking and reporting, related partnerships, and management of associated intellectual property (IP) disclosure tracking, validation, reporting and administrative processes.

**DUTIES and RESPONSIBILITIES:**

Working closely and in regular communications with the Executive Director, the Manager, Research, Commercialization and Partnerships:

1. Provides Administrative Centre leadership to the development and execution of calls for proposals, letters of intent and expressions of interest, their evaluation; and manages the process of peer review and selection of proposals for funding.
2. Works closely with Network investigators and collaborators to ensure that their progress reports are complete, submitted on time and that barriers to progress are identified and proactively addressed in consultation with the Executive Director, Scientific Director and Theme Leaders/the Research Management Committee (RMC) and Programmatic Project PIs as appropriate.
3. Validates, maintains and updates reports on publications, presentations, research partnerships and IP and commercialization outputs of the Network and contributes this information to the annual accountability reports required by the NCE Program.
4. Supervises, evaluates and directs the work of the Theme Accelerators related to research and commercialization, networking and consultations.

5. In collaboration with Theme Leaders and Accelerators, facilitates monthly research meetings held within each program of research, attends these meetings and develops supporting tool kits and administrative systems as necessary.
6. Obtains final reports for completed projects, undertakes analyses, brings associated commercialization, knowledge translation and knowledge exchange opportunities for exploitation to the Executive Director and brings communications opportunities to the attention of the Digital Initiatives Manager.
7. Liaises closely with the Accountant and Digital Initiatives Manager in the conduct of executing their duties in the areas of issuing research and funding award letters, research-related financial reporting, year-end audit of research funding expense recognition, knowledge translation, mobilization and exchange and related events, workshops, symposia and conferences, and projects, communications, and office administration.
8. Maintains a current list of Network research partners and associated funding contributions, as well as secures memoranda of understanding (MOUs) with research partner organizations as applicable for the duration of the project and seeks to develop additional partnership opportunities as appropriate.
9. Represents the Network in a professional manner with external stakeholder organizations as well as Network participants.
10. Assists the Executive Director in the promotion, facilitation and acceleration of commercialization, knowledge and technology transfer with partner organizations and universities across sectors in Canada.
11. Develops and maintains communications and relationships among NMIN Network Investigators and government departments, industry, professional associations, not-for-profit and other organizations.
12. Drafts and negotiates the signing of MOUs and other research, confidentiality and material transfer agreements between NMIN and network partners and/or collaborators.
13. Maintains databases of license agreements; MOUs; research, confidentiality and material transfer agreements; and research project funding, progress reports and results, including publications and IP.
14. Supports the work of other NMIN Committees as appropriate.
15. Assists with the development of international and national meeting planning and document preparation including creating and supporting the development of presentation materials as necessary.
16. Assists with the development of grant applications and partnership proposals to provincial, national and international organizations.
17. Facilitates researcher presentations to NMIN Committees.
18. Assists in securing sponsorship support for conferences.
19. Works with the Digital Initiatives Manager to develop promotional materials to advance partnerships.

20. Implements strategies developed in collaboration with Network management, project leaders and external consultants for protection, exploitation, transfer and mobilization of IP arising from Network-supported research.
21. Facilitates opportunities for NMIN researchers to identify and pursue new business opportunities for research, commercialization and development of large-scale projects, involving multi-client collaboration and special interest groups, with industry, other research organizations, universities and government agencies.
22. Facilitates opportunities for NMIN researchers to identify and pursue opportunities where social and economic benefits may arise from Network-supported research.
23. Coordinates the development of business plans for the exploitation of NMIN NCE-supported research based on inputs from Network researchers, management, Technology Transfer Offices (TTOs), technology roadmaps and market analyses.
24. Facilitates the establishment of collaborations among NMIN NCE's research program and government departments, industry, professional associations, not-for-profit and other organizations.
25. In collaboration with TTOs, supports the evaluation of the relative merit of new business opportunities and IP exploitation and knowledge mobilization opportunities and communicates feedback to NMIN researchers to improve the quality of business proposals.
26. Facilitates the work of TTOs in the process of technology transfer and commercialization by drafting value propositions, negotiating the principles of arrangements in consultation with the appropriate Institutional Research Office, Legal Services, and other central functions, as appropriate.
27. Other duties as assigned.

## **EDUCATION, EXPERIENCE AND COMPETENCIES:**

### **Education**

A Masters level university degree with a background in biomedical research or health science, business and/or public administration combined with experience in managing IP and new company creation is preferred.

### **Experience**

The requirement for this position is a postgraduate degree in health, business, education, communications or equivalent experience, proficiency in the use of electronic communications, a track record of excellent communication skills and a demonstrated ability to collaborate and mobilize teams in a virtual environment.

The position requires demonstrated excellence in project and organizational management, excellent written and verbal communication skills and strong judgment.

Superior Excel and data management skills is essential.

The ability to communicate in French as well as English is an asset.

A minimum of five years of experience in program / project management, promotion of innovation/commercialization, research administration, or related area is preferred.

**Assets:**

Knowledge of the NCE Program or Research Networks

- experience in the research sector managing research programs, resource allocation and related decision-making processes
- commitment to life-long learning
- contacts within the health, private and public and academic sectors
- adult and/or continuing education experience

**Technical Competencies**

- Superior Excel and database management skills
- Excellent writing and editing skills
- Strong understanding of principles and practices involved with the identification and protection of IP
- Demonstrated ability to manage projects involving the negotiation and execution of agreements and contracts among multiple researchers, institutions, and partners
- Knowledge of the principal industrial and venture capital players in Canada operating in the major and emerging medical, biotechnology and pharmaceutical sectors.
- Knowledge of issues/challenges associated with marketing outputs of R&D organizations and of the technology transfer process from the research environment to commercialization.
- Knowledge of social and economic benefits metrics and methods.
- Knowledge of the regional, national and international technical and economic infrastructure, trends and events which impact on these infrastructures.
- Knowledge of the field of biomedicine, including recent concepts and developments in medical diagnostics and therapeutics, especially pertaining to nanomedicine and drug development

**Behavioral Competencies**

- *Demonstrated Organizational Skills:* Demonstrated exceptional ability to organize complex information, capturing multiple data points to ensure accurate knowledge capture, knowledge management and reporting.
- *Attention to Detail and Accuracy:* Superior ability to focus on details, assemble and manage complex databases, demonstrated emphasis on accuracy in end products and deliver excellent quality products and results.
- *Systems Thinking:* Ability to accurately analyze complex systems and identify key performance indicators, develops associated reporting processes, and engages in continuous quality improvement.
- *Business Understanding:* Setting directions and operating in keeping with an understanding of the industry or economic sector, market dynamics and priorities and the NCE's role in regional and national systems of innovation.
- *Client Focus/Educational Skills:* Bringing excellence to internal or external clients through excellent interpersonal skills, aimed primarily at focusing efforts on discovering and meeting their needs for information and advice.
- *Networking:* Cultivating and actively maintaining a network of contacts as sources of information, advice and support.

- *Communication:* Openly communicating in a compelling, honest, persuasive and articulate manner, ensuring the message is clear, understood and consistent with NMIN and NCE program objectives. Regular communications with the Executive Director are essential to successful performance in this position.
- *Relationship Building and Relationship Management:* Developing and maintaining relationships with Network researchers, TTOs, venture capital firms, innovation centres, Network partner organizations in the private and public / not-for-profit sectors and industry opinion leaders. The ability to manage stakeholder “boundaries” in order to realize the Network’s mission and goals.

**A valid driver’s license and the ability to travel regionally and nationally are required.**

### **Terms**

This contract position is full-time, 40 hours per week. The Network Administrative Centre headquarters is located at The University of British Columbia. The applicant will be expected to work remotely until further notice. Attendance at in-person meetings may be required in either Burlington or Toronto, ON or Vancouver, BC. The position will initially involve a one-year contract, subject to four months of probation, renewable subject to satisfactory performance within the timeframe of the contract and as assessed in an annual performance review, and subject to available funding.

Successful candidates have the potential for renewal to 2024, subject to performance and the outcome of periodic NCE reviews and availability of funding. Please note that at this time, the NCE program has not provided guaranteed funding to NMIN beyond March 31, 2024. Should the Network not receive NCE funding approval in any given year, the contract may be terminated with notice due to lack of funding.

**Head Office:** NMIN NCE is headquartered in Vancouver, BC at The University of British Columbia.

***Please note, employees of NMIN are not employees of the University of British Columbia.***

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