#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Research Engagement

**Job Number:** X-339

**Band:** EXEMPT- 6

**NOC:** 0212

**Department:** Office of Research and Innovation

**Supervisor Title:**  Director, Office of Research and Innovation

**Last Reviewed:**  March 18, 2022

#### **Job Purpose:**

The Manager, Research Engagement is responsible for the administration of communications, governance and external relations priorities for the Vice President, Research and Innovation and the Office of Research and Innovation. The Manager supports the Director, Office of Research and Innovation in department management and oversees many aspects of the research and innovation portfolio activity and administration through staff management.

The Manager ensures professional liaision with internal departments at Trent University and external bodies in university associations and government for the overall coordination of key components imperative for successful operation of the research and innovation portfolio: Communications, Governance Priorities, Administration of Research Awards and Prestigious Research Chairs Programs, Philanthropy Relations, Special Projects Management and Government Relations. Additionally, the Manager responds to public relations matters requiring specific knowledge of university policies and procedures both research-related and other institutional policies.

The Manager oversees the facilitation of numerous activities and competing demands within the Office of Research and Innovation geared to the promotion and celebration of Trent University research through internal awards, marketing, communications, budgeting, planning and monitoring projects, and special events management as well as the coordination of working groups and committees.  As an integral member of the research portfolio, the incumbent’s role has substantial impact in maintaining a high profile of research activity in conscientious alignment with Trent University’s extraordinary reputation.

**Key Activities:**

**Communications**

The Manager, Research Engagement provides strategic oversight for all communications from the VPRI and the Office of Research Innovation. The communications oversight supports intentional, proactive research promotion through news stories, web site development and content updates, awards announcements, social media oversight, e-bulletins, and important opportunities for faculty researchers.

##### As a contributing member to the University’s Integrated Communications committee, the Manager, Research Engagement oversees provision of content for researcher news articles and is the primary liaison with the University’s Communications department for development of Trent Breakthroughs (university’s research publication to the external community), the Trent Research Annual Report, news stories, media releases, and research award announcements.

##### The Manager prepares or approves appropriate materials for the Vice President, Research and Innovation’s presentations to internal and external target audiences, including but not limited to: government associations, prospective and current donors, Board of Governors, Senate, faculty, staff, Research Organizations and Trent community members. Communications materials will include high-quality proposals, special and regular correspondence, speeches, quotes for media releases, articles, special event programs and invitations as needed.

##### The incumbent will facilitate regular review and planned updates of the Office of Research and Innovation webpages, highlighting faculty researcher news, recognition stories, impact and opportunities; and, coordinate creative approaches to integrate written and digital content, including the use of web, video and social media, which may include consultant writers and videographers.

##### The Manager will support the Vice President in leading communications beyond “regular” business. The role will provide guidance for ORI team’s communications needs in terms of editing, drafting and ensuring level of professionalism. The Manager collaborates with the Executive Director, Cleantech Commons and promotes the relationship between Cleantech Commons and the Office of Research and Innovation.

**Governance Priorities**

The Manager will liaise with senior administration (Vice Presidents, University Secretary) and their staff as required to ensure timely and coordinated reporting to governing bodies including Board of Governors and Senate reports for research initiatives. The Manager provides advice to the Vice President, Research and Innovation and the Director, Office of Research and Innovation regarding the approvals process within the University’s bicameral governance system: the Board of Governors, Senate and their respective committees and sub-committees.

The incumbent will lead planning for the Strategic Research Plan (guiding research vision for Trent University) on behalf of the VPRI including coordinating working groups and ad hoc committees in carrying out the internal consultation process. From time to time similar responsibilities will be required for the VP’s external Provincial Task Forces, Advisory Panels and others.

The Manager will oversee full administrative and policy support for special committees led by the Office of Research and Innovation including those for policy review as well as for provincially or nationally legislated initiatives and priority projects. Facilitation will include planning, managing work plans and agendas, crafting motions, preparing draft minutes, writing reports, etc.

On a yearly basis, the Manager will oversee the Enterprise Risk Management annual report (approved by the Vice President) in identifying areas of concern and respective, proposed action for risks associated with Trent University research activity.

**Administration of Research Awards and Prestigious Research Chairs Programs**

On an annual basis, the Manager will oversee the facilitation of the internal research awards program including the esteemed Distinguished Research Award and Early Career Researcher Award, the Research Impact Award and the suite of internal research grants (the Research Development Grant, the Knowledge Mobilization Research Grant, and the Strategic Initiatives Research Grant). The annual awards cycle spans from November to May and requires the coordination of several awards adjudication committees including membership from the Research Policy Committee, Deans and the Provosts Office.

In collaboration with the Director, the Manager will coordinate the prestigious Canada Research Chair Program at Trent University ensuring institutional compliance in reporting and fulfillment directives. Serving as liaison with the Canada Research Chair Secretariat, the Manager will oversee Trent University’s CRC program allocations, selections and EDI Action Plan policies. The Manager will also serve as the first point of contact for CRC candidates providing an introduction to the University and handling on-boarding and visit arrangements.

From the time-to-time opportunities to recruit endowed/named Research Chairships at Trent University, the Manager will coordinate competition application submissions, and interviews with candidates. Along with the Vice President and Director, and with intentional strategic research plan association, the Manager will identify appropriate Chairship possibilities for research placement at Trent University.

**Philanthropy Relations**

The Manager will support the Vice President, Research and Innovation’s involvement with philanthropy initiatives, interacting with the External Relations and Advancement team, current and potential donors to the University’s research enterprise.

The Manager will coordinate or oversee (sometimes collaborating with the External Relations and Advancement team) special events to encourage philanthropy initiatives, which may include tours, lectures, dinners, and public workshops.

The Manager will deal with highly confidential and sensitive information related to donor gifts, agreements and support from the highest levels of donors, including Board of Governors, senior administration and the larger philanthropic community. In collaboration with the Vice President, Research and Innovation, the Manager will assist in exploring, for future harvesting, the emerging research interests of Trent University and connecting with philanthropic leaders.

Working closely with the Communications Office, the Manager will liaise in the preparing, planning and distributing of major announcements and campaign updates. The Manager will contribute significantly to developing, updating and implementing an annual communications plan that will assist in successfully achieving the University's research philanthropic goals and objectives.

**Special Projects Management**

The Manager will oversee Special Projects to enable the continued growth of key internal and external partnerships that advance the university’s research mandate on a global basis. One such program (2020 – 2025) is a major partnership with the University of Guyana and two industry partners for graduate students to study under Trent University faculty supervision in Canada. Where external funding is associated with the special project, the Manager will ensure accurate administrative supports related to updates, budgeting, reporting and coordinating of all program aspects.

From time-to-time, at the direction of the Vice President, Research and Innovation, the Manager will coordinate research collaboration with research offices or project leads from across the region, province or internationally. The projects will require careful management working within specified timeline and meeting deliverables, as outlined in the respective proposal. Key activities in the work plan will include but are not limited to: facilitating team communications; coordination and participation in team meetings; documentation and reporting including financial reporting.

**Government Relations**

The Manager will oversee executive level assistance for the Vice President, Research and Innovation’s external, professional committee work including but not limited to the Council of Ontario Universities (COU), Ontario Council on University Research (OCUR), Alliance of Canadian Comprehensive Research Universities (ACCRU). This function will include the possibility of additional administrative tasks associated with times when the Vice President will be asked to serve on the Executive or Chair working groups.

The Manager will be responsible for Trent University’s research representation at special government relations activities at municipal, provincial or national levels of government, for example the provincial Research Matters events at Parliament Hill.

The Manager works closely with the Vice President and the Director to advance strategic innovations activities and awards as they emerge. Responsibilities may include distribution of calls for proposals, logistics, managing internal communications and submissions, administrative support to ad hoc committees and record keeping, communications management with external stakeholders as appropriate (federal, provincial, municipal), submission preparation and reporting.

#### Education Required:

University Degree (Honours); focus on Administration; Marketing or Communications is considered an asset.

#### Experience/Qualifications Required:

1. Five to ten years progressively responsible experience in administrative positions in a post-secondary educational institution.
2. An understanding of university governance, operations and culture is essential.
3. Proven understanding of the various constituencies within the University environment and their influence on decision making at the executive level.
4. Ability to organize and prioritize tasks with strong use of initiative, sound judgement, independent thought and precise attention to detail with a high level of professionalism.
5. Excellent interpersonal, verbal and written communication skills; adept at problem solving and using excellent judgement in situations requiring initiative, diplomacy and tact.
6. Excellent organizational, analytical and planning skills, including project management.
7. Demonstrated experience in the development of communication and marketing materials and initiatives including web development and social media to promote events, information and outreach;
8. Intermediate level computer skills: Internet and Microsoft Outlook suite
9. Proven ability to adapt and function effectively in a constantly changing environment with solid problem-solving and analytical skills and a proven ability to multitask.
10. Demonstrated ability to handle highly sensitive and confidential information.
11. Demonstrated ability to meet deadlines in a fast-paced service environment.
12. Experience in VIP event planning.

**Job Evaluation Factors:**

**Analytical Reasoning**

* The position requires complex analysis and highly developed reasoning skills to manage senior level priorities within the Vice President, Research and Innovation’s portfolio.
* Considerable and careful judgment is required to facilitate not only strategic, but also creative, solutions for research communications, outreach, and governance.
* Critical thinking skills surrounding core issues in competition with emerging issues are employed daily to ensure appropriate triage of demands this role.
* Prioritizing and mapping out dedicated projects and deadline tracking prompting sophisticated analytical reasoning.

**Decision Making**

* Multi-faceted decision making is required for good planning and coordination of activities, especially due to the prioritizing of multiple, complex projects at any given time
* General guidance is received from the Vice President on intricate assignments; however, responsibility for the planning of work and successful execution of reports or special events is incumbent on the Manager.
* Decisions are made consistent with protecting the university’s reputational image where research activity is promoted and governed.
* The Manager must determine priority items and triage for urgency when multiple tasks are at stake

**Impact**

* Impact on the organization would be detrimental if the Manager’s extension of the Vice President’s communications efforts are not at the utmost level of professionalism.
* Also applicable when the Manager participates in outreach activities and when representing the university on a provincial-wide project management initiative.
* Strategic initiatives and special events must be thoughtful and appropriate to avoid negative consequence with faculty and staff groups, external stakeholders, philanthropic donors and governing bodies.

**Supervision/Responsibility for the Work of Others:**

**Direct Responsibility for the Work of Others:**

* Research Operations Coordinator
* Strategic Research Initiatives Coordinator
* Student assistants (2)

**Indirect Responsibility for the Work of Others:**

* Follow-up with staff as directed by Vice President or Director

**Communication:**

Requires excellent interpersonal, verbal and written communication skills specifically for use in situations requiring initiative, diplomacy and tact with a large variety of diverse audiences. The Manager needs to apply good judgement to distil and present a volume of information, sometimes pivoting, depending on audience.

**Internal:** President’s Office, all Vice Presidents’ Offices, University Secretariat, Deans, School of Graduate Studies, Finance, Human Resources, Risk Management

**External:** Municipal, Provincial and National Bodies including the City of Peterborough, Council of Ontario Universities, FedDEV, Politicians, Project Leads at other Ontario Universities; Private Sector Entities, Media, Funding Agencies, Community partners

**Motor/Sensory Skills:**

* Keyboarding and mouse manipulation: computer usage impacts upon key responsibilities
* Dexterity/Coordination
* Interaction at special events
* Hearing, speech and visual - complex remote and face to face communication and interaction with key stakeholders

**Effort:**

**Mental:**

* Sustained concentration - manage competing priorities and issues on behalf of the Vice-President, Research and Innovation
* Regular re-focusing due to variety of key priorities and emergent issues that may arise for the Vice President and Director
* Problem solving ability to exercise sound judgement in order to evaluate and assess situations/issues and to initiate solutions

**Physical:**

* Long periods of time spent keyboarding, in meetings
* Frequency of exposure to interruptions
* Hours may be outside of traditional work week in the event of emergent issues for the Vice President and for travel and attendance at special events and tradeshows.

**Working Conditions:**

**Physical:**

* Long periods of time sitting at desk for computer work and for meetings.

**Psychological:**

* Stress in managing competing, urgent and key issues
* Public relations complaints may arise
* Administering new initiatives or programs at the University where there may not be comparators to refer to.