



**Faculty of Engineering
Office of the Dean**

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Lab Partnership and Research Manager

- 📍 University of Victoria
- 📅 Full time
- 🕒 Posted May 25, 2023

Employment Group

Staff- non union, Grant/VPAC-funded

Job Title

Lab Partnership and Research Manager

Department

UVic | Faculty of Engineering and Computer Science | Mechanical Engineering

Compensation

\$70,000 CAD gross annual (including benefits such as EI, CPP etc.) Perks: 4% annual vacation pay. For opt-in health and dental benefits, see policy:

<https://www.uvic.ca/hr/assets/docs/benefits/GrantFundedBenefitSummary.pdf>

Posting End Date

June 30, 2023

Job Start Date

June 1, 2023 (desired)

Job End Date

June 1, 2024 (renewable based on a combination of funding availability and performance)

Job Description Summary

The position's primary responsibility is to oversee research and partnership activities at the Microfluidics and Nanotechnology (MiNa) lab at the University of Victoria (UVic). The MiNa lab is part of the Faculty of Engineering and Computer Science in the Mechanical Engineering Department. The research and partnerships manager will work with the lab operations and personnel manager, the PI as well as a lab staff team to create new partnerships and develop successful grant and project proposals.

Work Performed

Responsible for lab research and partnerships:

- Responds to and prioritizes inquiries and requests; anticipates and monitors research and deadlines.
- Participates in the conceptualization and implementation of projects. Collaborates in the establishment of project timelines, milestones, and deliverables. Oversees project progress, liaises as necessary, and ensures that timelines are met. Follows up and acts as necessary to help ensure project targets are met.
- Researches and compiles information from a variety of sources to be used by the faculty members. Analyzes data, generates, and edits reports and presentations for a variety of academic purposes using databases, spreadsheets, the Internet, and other media.
- Manages and/or participates in grant writing and submission process: provides administrative content, while delegating scientific content to faculty and post-doctoral fellows. Reviews and edits grant progress reports and publications, including technical text formatting.
- Researches best practices for critical processes at peer universities, and reports on options for increased efficiency within the research group and related research activities.
- Collates relevant data for internal and external reporting.
- Manage academic and industrial partners and/or external agencies, including the Natural Sciences and Engineering Research Council (NSERC), Canada Foundation for Innovation (CFI), Department of National Defence (DND), New Frontiers (NF), Mitacs (Accelerate, Globalink) and others.
- Supports the activities of the research group and other projects related to the achievement of the lab goals (such as publication, collaborative research project proposal, invention disclosure, etc.).
- Updates PI documentation (such as CV, NSERC Form 100, CCV, etc) and maintains PI forms and documentation (sign official documents, reference letters, etc) or delegates operational and administration work to relevant lab staff.
- Provide project management supports such as supporting deadlines and helping create project timelines and coordinating meetings with relevant stakeholders.

Flexibility in working hours may occasionally be required to meet deadlines or to support special events.

Supervision Received

Receives work direction from research faculty. Work is reviewed in terms of enabled faculty efficiency, which necessitates adherence to policies and procedures, timely completion, and effectiveness of results.

Consequence of Error/Judgement

Manages conflicting demands and exercises judgment in establishing priorities, timelines, and work methods. Tact and discretion in dealing with confidential and sensitive matters are essential. Errors in judgment will reflect negatively on the research group and UVic.

Qualifications

- Undergraduate degree in a STEM discipline. Advanced degree desirable in STEM discipline. Minimum of one year of recent related experience or the equivalent combination of education and experience.
- Demonstrated ability to work effectively with members of staff, faculty, and senior management.
- Must have strong oral and written communication, interpersonal and organizational skills.
- Ability to exercise considerable tact and discretion when dealing with confidential matters, politically sensitive issues, and diverse people.
- Ability to work both independently and within a team environment.

- Ability to maintain accuracy and attention to detail.
- Ability to use word processing, spreadsheet, database, and presentation applications at an intermediate level.
- Ability to gather, record, and organize information; to create and maintain record and filing systems.
- Ability to receive and act on constructive feedback. Ability to work flexible hours.
- Coordinates website upgrades, including overall content design, and delegation of scientific writing to relevant researchers.
- Acts as an administrative liaison to PI's academic and industrial partners and/or external agencies.