Sheridan

Director, Research

Faculty/Department: Research Office	**Employee Group:** Administrative
Campus: Trafalgar (May be assigned activity at any Sheridan campus)	**Payband:** NN
Reference #: 18/A/69	**Hiring Range:** $109,010– $115,824
Application Details: Initial screening to begin November 29. Please note this position has been reposted.	

Reporting to the Vice-Provost, Research, the Director, Research positions Sheridan as a leading applied research institution. The incumbent helps develop and implement the strategic and operational plans for scholarship, research and creative activities ("SRCA"), and fosters an applied research culture that delivers compelling value to students, faculty, staff and external partners. The incumbent provides operational leadership for all aspects of applied research services, supports and compliance at Sheridan, including relevant policies and procedures, and provides operational guidance and support for Sheridan's research centres. The incumbent is responsible for the preparation of grant proposals and engages with faculty, staff and external partners to position Sheridan for success in funding applications. The incumbent develops and maintains partnerships with external constituencies and funders to develop applied research opportunities that deliver strong economic value and/or social benefit, and works with other colleges, universities and members of Polytechnics Canada to foster research and build Sheridan's reputation for SRCA.

Specific Responsibilities:

- Works with faculty members and Deans to actively promote applied research opportunities at Sheridan, and to encourage further integration of applied research into curriculum
- Ensures the development of a strong identity, positive reputation and clear sense of mandate and direction within the department and across the institution
- Participates in strategic and operational planning; develops performance metrics and oversees the collection and reporting of data
- Plays a lead role in the implementation of Sheridan's SRCA plan
- Directs the delivery of support services and compliance functions to Sheridan's research community. This includes oversight of the following:
    - Industry/community liaison to grow and maintain strong relationships with external partners;
    - Communications and events to promote Sheridan's research externally and foster a research culture internally;
    - Support for Sheridan's Research Ethics Board;
    - Grant development, and;
    - Administration of external and internal research funding, financial reporting, and metrics exercises.
- The incumbent will manage and empower a diverse and capable team; and provide effective coaching, mentoring and development to staff to ensure their success
- Plans and optimizes the work of the department. Builds professional capacity through effective recruiting, workflow/project planning, employee development, engagement, and performance management
- Contributes to the development of research policies and procedures that govern the conduct of applied research at Sheridan. Develops and ensures documentation of policies, procedures and processes for office
- Collaborates with General Counsel on developing collaborative agreements, templates, and negotiating terms and conditions (e.g. contributions of cash or in-kind resources); and identifying and mitigating risk
- Oversees and is accountable for the development and monitoring of operating budgets
- Works closely with the Dean, Innovation and Centre Directors to support Sheridan's research centres on a broad range of issues including resource planning, operations, identification of funding opportunities, and governance

- Serves as the institutional applicant and contact for federal and provincial granting agencies and other local, national and international funding organizations
- Oversees the preparation of proposals for external research funding, including applied research contracts with community/industry partners
- Supports the development of large-scale research applications that align with institutional priorities and areas of strength. Assists in securing matching funds and presents a case for institutional investments in large-scale projects
- Works with the Dean, Innovation and other key staff and faculty, to support the development of projects and strategic partnerships with industry and community that deliver strong economic value and/or social benefit
- Other responsibilities and special projects as assigned

Qualifications:

The successful candidate will possess a Master's degree and a minimum of seven years' of job related experience in the support and administration of research in a post-secondary or research setting. Experience developing and leading operations in a department or service unit is required, in addition to strong people management experience (experience in a unionized setting is desired). Strong policy and process development, project management, and analytical skills will be required. The incumbent will have experience developing and maintaining partnerships with community, industry, academic institutions and funding agencies. A thorough understanding of granting agency guidelines, legislation, and policies/processes related to research is needed, as well as in-depth understanding of the nature and levels of post-secondary applied education and systems, the Canadian research environment and funding landscape, and the academic needs of students. The ability to assemble, analyze, and present complex data and recommendations in a clear and concise manner, to a variety of audiences is a requirement. The successful candidate will have exceptional communication and writing skills, as well as experience with preparing grant applications, financial management, budget development and implementation.

Please apply online: https://careers-sheridancollege.icims.com