



Position Description: Manager, Research Contracts

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Reports to: Director, Office of Applied Research and Innovation

Date: April 2025

General Accountability

The Manager Research Contracts is accountable to the Director, Applied Research and Innovation for Saskatchewan Polytechnic. All relationships will be managed with confidentiality and aligned with Saskatchewan Polytechnic's labour relations, business strategic planning, policy advice and budget implementation and planning.

Job Context

Based out of one of the four Saskatchewan Polytechnic locations (Moose Jaw, Prince Albert, Regina, or Saskatoon), this position will work closely with the Director of the Office of Applied Research and Innovation (OARI), Research Centre Directors, Research Chairs and with external partners on strategic and confidential contracts related to research initiatives. OARI facilitates all applied research activities at Saskatchewan Polytechnic to encourage the commercialization of newly developed technologies and to capitalize on the highly qualified and skilled Saskatchewan Polytechnic personnel to help grow the Saskatchewan economy.

As a member of the OARI leadership team, this position plays a key role in the execution, management, an oversight of all applied research and innovation related agreements. The Manager, Research Contracts will operate in a confidential manner providing support to OARI, all applied research centres and the technology access centre at Saskatchewan Polytechnic's four locations across the province.

This position is part time for approximately 1 day per week. Work location and hours can be negotiated.

Specific Accountabilities

The incumbent provides expert guidance on all matters related to research contracts. The Manager Research Contracts specifically performs the following functions:

- Provide leadership and oversight on all agreement services to the team in OARI, which is collectively responsible for protecting Saskatchewan Polytechnic's applied research and innovation legal interests.
- Establish and foster key relationships with OARI team members, Centre directors and senior leadership.

- Negotiate directly and/or providing legal support for negotiations of research and innovation/commercialization agreements with Saskatchewan Polytechnic research staff as well as external organizations.
- Provide advice to OARI leadership, OARI colleagues, and Saskatchewan Polytechnic's researchers regarding research and innovation/commercialization contracts, intellectual property, and other research and innovation related legal questions.
- Draft OARI related research and innovation/commercialization contracts, license agreements, confidentiality/ non-disclosure agreements, data management agreements, material transfer agreements, and other legal instruments to ensure that requirements of Saskatchewan Polytechnic and its researchers are met.
- Ensure compliance of OARI's research and innovation/commercialization contracts within Saskatchewan Polytechnic's policies and procedures, regulatory requirements, and applicable laws and regulations.
- Provide advice with respect to institutional research and innovation/commercialization-related policies, procedures, and practices.
- Work with Strategy, Finance, Human Resources, Researchers, centres and schools on issues related to institutional costs of research, budget calculations, and reporting on research contracts.
- Serve as OARI's liaison with internal and external lawyers, as required.
- Provide regular reports to the Director, Applied Research and Innovation and ad hoc reports to senior leadership as required.

Required Qualifications and Experience

- A Juris Doctor or LLB degree
- Licensed, or able to be licensed, and in good standing with the Law Society of Saskatchewan
- Minimum 5 years of experience working in Contract Law
- Experience working in a university or college environment would be an asset
- Excellent interpersonal and communication skills (written and verbal)
- Ability to meet deadlines and work independently and as part of a team
- Experience with and good working knowledge of the Microsoft Suite of software