



Research Manager

Research Managers manage the design and implementation of research, pre-market and post-market research programs. This involves the development and management of timelines and budgets, liaising with external contractors, communicating and reporting performance results to the Director, mentoring to new staff, ensuring compliance with Good Clinical Practices, Standard Operating Procedures and regulatory and legal requirements. The Research Manager is knowledgeable in the application of industry and regulatory guidelines. The Research Manager also prepares and manages strategic and operating plans, budgets and forecasts, general department logistics and administration. In addition they are responsible for the management of the research professionals involved in the research, pre-clinical studies, clinical trials and/or field trials and the oversight of investigator performance to milestones and contract objectives.

Learn more about the role of a Research Manager by downloading the full skills profile for free at www.biotalent.ca/profiles.



Research Manager



BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

Who can use these profiles?

Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences. Here's how you might use them if you're an:

Employer: Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

Job seeker: Identify your professional development needs, tailor your resume for a specific position, prepare for interviews and interpret job descriptions.

Educator: Build industry-oriented curricula to help produce job-ready graduates.

Student: Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

Agriculture	Genomics
Aquaculture	Human and Animal Health
Bioenergy	Industrial
Bioinformatics	Life Sciences
Bioproducts	Medical Devices
Biosciences	Nanotechnology
Environment	Natural Resources
Food Processing	Nutraceuticals
Forestry	Pharmaceuticals

Get started today

Even before you download the full **Research Manager** Skills Profile, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.



Go to www.biotalent.ca/profiles and download the complete Research Manager Skills Profile.

Bio-economy Competency Profile Checklist

Bio-economy Research Managers typically come from scientific roles requiring graduate-level degrees and are experienced in designing, conducting and analyzing experiments—often acquired through previous research or development work.

Building on these, a **Research Manager** must be able to:

A. Develop the research strategy

- 1. Analyze and assess in-house research capabilities
- 2. Assess outsourcing research opportunities
- 3. Analyze research trends and directions
- 4. Develop a research strategy that supports company goals and objectives

B. Develop the research plan

- 1. Develop a research plan to implement the approved research strategy
- 2. Identify key performance indicators and measurement data requirements



C. Implement the research plan

- 1. Implement performance measures
- 2. Action the research plan
- 3. Manage issues and risks on a proactive basis
- 4. Manage budgets and forecasts
- 5. Evaluate performance to plan
- 6. Communicate performance and results to the Executive team

D. Establish outsourcing relationships

- 1. Establish requirements and evaluation criteria
- 2. Review and assess potential subcontractors
- 3. Select subcontractors

E. Manage subcontractor relationships

- 1. Monitor subcontractor performance
- 2. Manage issues and risks on a proactive basis
- 3. Pay subcontractors
- 4. Report on subcontractor performance

F. Advance the research initiative

- 1. Assess research outcomes
- 2. Support the regulatory submission process
- 3. Present results to the scientific community

G. Provide advisory/expert services

- 1. Provide general advisory services and expertise to the organization
- 2. Participate in peer reviews for external publications
- 3. Mentor and coach project team members

H. Comply with legislation/regulations

- 1. Understand legislative/regulatory requirements
- 2. Analyze and assess risk exposure
- 3. Develop guidelines to ensure compliance with respect to legislation and regulations
- 4. Develop learning programs as appropriate
- 5. Review procedures, monitoring trends and variances
- 6. Review reports from authorities and other stakeholders
- 7. Report on identified areas of non-compliance

I. Comply with corporate policies and guidelines

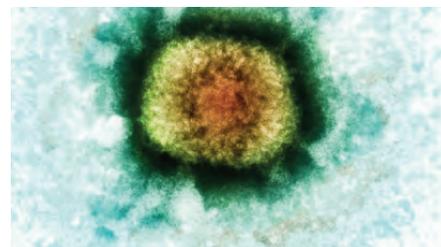
- 1. Ensure compliance with corporate policies and procedures
- 2. Review compliance to corporate policies/procedures
- 3. Respond with appropriate corrective action to identified situations of non-compliance

J. Manage project team members

- 1. Identify development needs
- 2. Provide opportunities for continuous learning
- 3. Evaluate performance

K. Demonstrate accepted management capabilities

- 1. Apply accepted management principles and techniques
- 2. Plan and implement strategically
- 3. Delegate appropriately
- 4. Influence decisions
- 5. Manage risk
- 6. Identify and protect intellectual property
- 7. Protect sensitive/confidential information
- 8. Use computers to analyze/manage data and information
- 9. Establish effective working relationships
- 10. Manage work activities



L. Apply professional practices

- 1. Comply with corporate, regulatory and legislative policies, requirements, procedures and protocols
- 2. Demonstrate project management capabilities
- 3. Demonstrate medical, scientific and research and development (R&D) experience
- 4. Ensure staff are knowledgeable of and take appropriate safety measures
- 5. Demonstrate professional integrity

M. Demonstrate personal competencies

- 1. Demonstrate leadership
- 2. Set priorities
- 3. Organize work
- 4. Build networks internally and externally
- 5. Solve problems
- 6. Communicate clearly and effectively
- 7. Embrace continuous learning and development

