The Manager, Research Sustainability is responsible for supporting the Vice-President Research (VPR) portfolio to integrate sustainability practices and principles into research activities that support SFU’s strategic sustainability objectives. The Manager coordinates the work of the Vice-President Finance & Administration (VPFA), Vice-President Academic (VPA), and Vice-President Research (VPR) portfolios to develop, improve and promote the Living Lab Program, which engages the SFU community in developing and testing campus-based sustainability solutions. The Manager is the Sustainability Office’s formal connection to the VPR portfolio to support sustainability planning, implementation, and reporting. The Manager liaises, partners and works with Living Lab Program managers from government, business, universities and community organizations and identifies funding opportunities to develop and sustain living lab projects. The Manager supports faculty and graduate students in their efforts to integrate sustainability principles and practices into their research projects.

DUTIES AND RESPONSIBILITIES

1. Acts as the main contact and support for SFU researchers, labs and research projects to integrate sustainability into research activities at SFU by:
   - developing and providing consulting support, tools and training to SFU researchers to enable them to integrate sustainability principles and practices into their research work.
   - building relationships with research faculty and projects to better understand the nature of SFU’s research activities.
   - working with the Sustainability Reporting & Awards Analyst to provide SFU researchers with best practice approaches.
   - providing the formal connection from the Sustainability Office to the VPR sustainability liaison to support sustainability planning, implementation, and reporting.

2. Bridges the research, academic and operational functions to build a Living Lab Program and ongoing initiatives, projects and programs by:
   - coordinating the VPFA, VPA, and VPR portfolios in the development, improvement and promotion of SFU’s Living Lab Program, where students, faculty and staff work together to solve sustainability problems with the University’s unique resources and expertise within an urban context through applied research and analysis.
   - engaging and building relationships with faculty, students, staff and external partners to encourage, identify, harness and scale emerging sustainability innovation as potential living lab projects.
   - working with the Sustainability Reporting & Awards Analyst to identify funding opportunities to develop and sustain living lab projects.
   - identifying and encouraging seed projects, research and people to become sustainability influencers.

3. Identifies potential living lab projects and connects potential project partners by:
   - collaborating with the Manager, Campus Sustainability and Manager, Student Learning and Leadership to identify opportunities in these areas for partnerships with researchers to advance sustainability.
   - developing and managing a database of research and operational projects to enable University and external partners to identify common links and potential shared interests.
   - partnering and working with managers from government, business, universities and community organizations to seek opportunities to leverage the campus as a lab.
   - ensuring the ongoing coordination of these relationships and partnership processes as living lab projects progress by serving as “concierge” on emerging living lab projects to connect student, faculty, staff and external partners.
4. **Contributes to SFU’s reputation as a leader in sustainability research best practices by:**
   - representing SFU at events and presenting at conferences.
   - identifying and submitting award applications;
   - representing the University on external sustainability research related committees, boards and forums.
   - working with the Manager, Communications to promote research sustainability successes within SFU and to external audiences.

5. **Carries out associated administrative responsibilities by:**
   - overseeing the budget allocated to the Research Sustainability and Living Lab Programs by participating in program budget development process, preparing cost projections, administering expenses and preparing periodic status reports.
   - attending external industry related events, participating on related campus committees and presenting on SFU’s Sustainability Research and Living Lab Program to raise the profile of SFU’s activities.
   - coordinating and overseeing the work of volunteers, co-op students and work study students involved with the delivery of research and education programming. Provides orientation/training and allocates/prioritizes work assignments.
   - working with the Manager of Communications to identify success stories and people profiles to raise the profile of SFU’s activities.
   - conducting research on sustainability in research and living lab programs through the regular review of key internet sites, media and journals.
   - developing internal procedures and policies, as these pertain to sustainability in research and living lab projects for the Sustainability Office.

**IMPACT OF DECISION MAKING**

The Manager, Research Sustainability is responsible for:
- Building and maintaining relationships with high level internal and external stakeholders that will impact the work of faculty, staff, and students as well as SFU’s reputation.
- Developing, implementing and measuring programs and projects.
- Approving, implementing and managing risk of multi-stakeholder living lab projects that include external partners and high capital costs.

**RELATIONSHIPS**

Establishes and maintains relationships and alliances. Maintains effective communication. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with other to achieve expectations.

**QUALIFICATIONS**

Master’s degree in Sustainability or Environmental Science and five years of related experience in developing sustainability and research programs in a post-secondary environment; or an equivalent combination of education, training and experience. Excellent knowledge of energy, environmental and sustainability issues. Good knowledge of applied sustainability research. Good knowledge of BC Aboriginal history and current issues. Excellent interpersonal, communication skills (oral, written and presentation) and networking skills. Excellent program and project management skills. Excellent conflict-resolution skills. Excellent organizational, administrative, research, analytical, and problem-solving skills. Ability to develop research with an experiential design approach. Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization. Ability to exercise mature judgement, initiative, diplomacy and tact. Ability to work independently and meet deadlines. Ability to manage administrative systems. Ability to analyze and disseminate data, and to report out. Proficient in the use of word processing, database, spreadsheets and desktop publishing publications. Ability to arrange suitable transportation to various work locations.