

Talent Manager Life Sciences Innovation Hub

The Life Sciences Innovation Hub (LSI Hub) at the University of Calgary is a one-of-a-kind facility located within University Research Park. The LSI Hub offers access to space (office, wet and dry labs, prototype maker space), entrepreneurial and business development programming, mentorship, and technical expertise for research-intensive startups and developing companies.

The 127,000 square foot facility is operated by Innovate Calgary on behalf of the University of Calgary and its partners. This new initiative has created a number of exciting employment opportunities for talented individuals in the areas of Life Sciences and Engineering laboratory management, building and facilities management, startup support and office support.

We offer the successful candidate competitive salary and benefits and the chance to grow with a dynamic group of highly educated and motivated professionals working in what we believe to be, a business of the future.

We are currently accepting applications for the following position:

TALENT MANAGER

Reporting to the Life Science Economic Development Director and working closely with Innovate Calgary team members and Life Sciences Innovation Hub startup teams, the Talent Manager will be responsible for developing and managing the training and skills development program for our life science startups. The training program includes intellectual property management, finance, team building, product development, company structuring and marketing.

KEY ACCOUNTABILITIES:

HealthSTEM is a life sciences-focused entrepreneurial pilot program for Science, Technology, Engineering, and Math (STEM) Masters and Ph.D. graduates. The 2-year program enables entrepreneurship and provides a commercialization runway for startup companies focuses on commercializing life science technologies developed at the University of Calgary.

The Talent Manager will be responsible for:

Program Management

- Screening and interviewing applicants to the program;
- Providing ongoing advice and mentorship to the selected candidates as they develop and commercialize their respective technologies;
- Acting as the main contact for the program and as a liaison between the HealthSTEM entrepreneurs, Innovate Calgary, Calgary Economic Development, and the University of Calgary to ensure the seamless delivery of the program;
- Ensuring that the entrepreneurs are provided, or have access to, appropriate training;
- Providing oversight on activities and expenditures, ensuring that the program's objectives are met and the university's policies are followed;

- Working with Innovate Calgary team members and industry volunteers to develop quarterly objectives and reporting requirements.

UCalgary and Community Programs Management

- Work closely with UCalgary spinouts and portfolio companies to help them advance them through the startup development phases;
- Coordinate workshop and speaker series in collaboration with Innovate Calgary's internal trainers or outside professional training partners;
- Coordinate and collaborate with Innovate Calgary's Entrepreneurs-in-Residence (EIR's), "experts on demand" consultant's pool, and service provider partners to help clients secure the right resources to help grow their business.

Entrepreneur Training

Develop and deliver 'train-the-trainer' classes and workshops relating to intellectual property, commercialization, and new ventures creation. Classes and workshops are to include:

- Customer discovery;
- Pitch coaching;
- Risk analysis;
- Meeting regulatory responsibilities;
- Patent search and strategy;
- Economic modelling;
- Business model canvas;
- Design thinking;
- Grant support;
- Fund raising;
- Negotiation.

Build and maintain a library of training materials for Innovate Calgary staff to access and deliver. Prepare a catalogue such as the *Innovate Calgary Commercialization and Training Services* wheel.

Partner with the Taylor Institute for Teaching and Learning to seek formalization of the training material such as the Postdoctoral Scholar Badge program and course accreditation.

PERSONAL CHARACTERISTICS:

- Strong interpersonal skills and drive to work collaboratively;
- Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization;
- Proactive business relationship management skills with a commitment to the completion of projects;
- Entrepreneurial, possesses the ability to work in an evolving environment with multiple stakeholders;
- Passionate about startups;
- Comfort in the unfamiliar with a keen attitude and a willingness to explore areas outside of your area of expertise;
- Relentless problem solver;
- Demonstrable ability to learn new skills quickly;

- The ability to work with and organize large volumes of data and manage concurrent projects;
- Great time management skills and attention to detail.

REQUIRED SKILLS/ QUALIFICATIONS:

- 5+ years of experience in a training role with life sciences startup experience;
- Life sciences PhD from an accredited college or university;
- Experience in raising capital and building management teams for technology companies;
- Ability to create high-level reporting documents;
- Experience with university innovation processes and systems.

Interested applicants are asked to forward their **resume and cover letter** to hr@innovatecalgary.com.
Alternatively, resumes may be mailed to: HR, Innovate Calgary, 3553 31 Street NW, Calgary, AB, T2L 2K7.

We thank all applicants for their interest, however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

Application deadline: End of the business day, **March 19, 2019**.