



**Role:** Manager, Research and Learning

**Type:** Full-time, Permanent

**Reports to:** President

**Posting Date:** Oct 4, 2021

**Closing Date:** Open until role is filled

## About Spindle

Spindle is a boutique strategy consulting firm with a focus on Canada's knowledge ecosystem. We work at the intersection of academia, government, the non-profit and private sectors to help channel research and innovation toward societal impact. Our clients are Canadian universities, research institutes, hospitals, start-ups, government agencies and non-profit organizations.

Spindle's core service areas are:

- Strategic Planning
- Business Planning
- Impact Evaluation
- Educational and Marketing Campaigns

Spindle offers an exciting and engaging workplace, with the opportunity to collaborate with Canada's top researchers, academic administrators, industry executives and public-sector leaders to shape the growth, impact and strategic positioning of the country's most prominent knowledge assets. Our work has been focused primarily in the health, wellbeing and biological sciences sectors and we are expanding into other domains including other STEM disciplines, the social sciences and humanities.

The nature of Spindle's work is client-driven and fast-paced, which makes for a deep sense of camaraderie, with many opportunities to contribute to the growth of the company.

Spindle is a whole-hearted and rigorous work environment scaffolded by a commitment to deep mentorship and training. We believe that each team member's personal and professional happiness and growth is foundational to our ability to serve our clients.

## About the Role

The Manager, Research and Learning will play a critical role both in the company's ability to deliver outstanding services and also in helping to cement Spindle's values and culture. The core responsibilities for this position are:

- Lead the design and execution of secondary research efforts (including benchmarking, competitive scans, landscape scans, gathering market intelligence etc.)
- Lead the design and execution of primary research efforts (with support from Project Coordinator and Spindle's Digital Lead) including surveys, consultations, workshops and focus groups with key informants



- Lead sense-making efforts including organizing, analyzing and synthesizing information (deriving seminal insights and implications from research findings, creating synopses and primers to relay findings, identifying next steps or recommendations)
- Lead the development of client deliverables including writing and providing conceptual guidance for the design of figures and graphics
- Support project management efforts pertaining to Spindle's engagements including client liaison and ensuring project milestones are met on time and on budget
- Contribute to the development of pitch decks & detailed project proposals for prospective clients in collaboration with Spindle's President
- Work with President to manage Spindle's cadre of contractors to direct and efficiently integrate their contributions into projects
- Manage junior staff members including interns and analysts to ensure their professional development and growth as well as their ability to contribute meaningfully to project goals

## Required Experience

- Master's or Ph.D. degree preferably in a discipline that entails intensive qualitative research
- At least 3 years of experience conducting large-scale qualitative research efforts (preferably in a professional setting). You must have a demonstrated ability to be resourceful and clever in finding information, being mindful of when to limit and when to enhance the depth and breadth of data gathering, organizing and analyzing large amounts of intelligence in a methodical and explainable fashion and being able to distill meaningful and credible next steps, results, correlations, trends or insights from your research
- At least 3 years of experience with generation of reports for non-academic professional audiences. You must have an exceptional ability to, and be driven by successfully communicating complex ideas in written, presentation and verbal formats
- At least 3 years of experience leading large-scale and complex strategy development projects involving multiple stakeholders. You must have a demonstrated ability for strategic and system-level thinking with the drive and ability to implement

## About you

- You are a flexible, creative person and a strategic thinker with a passion for communication and stakeholder engagement
- You care deeply about the quality of your work and you have an eye for continuous improvement (not perfection), with the ability and drive to iteratively review, edit and enhance your own work
- You are passionate about learning and can pick up the core principles of a new topic you are not familiar with quickly and with enthusiasm
- You have a genuine, comfortable, confident, articulate and concise communication style when interacting with peers and clients
- You are a compassionate and caring individual and are driven by making a difference for others
- You have an outgoing, enthusiastic and positive disposition and outlook

## Place of Work

Spindle's office is located in downtown Toronto and it is expected that you will be spending some portion of your time working from the office. There is however flexibility in terms of working from home.

## Salary Range

The salary range for this position is \$75,000-\$105,000, with a short to medium term possibility of progression into a Director role and salary range.

## Application Requirements

Please forward a Resume, Cover Letter and a 500-word summary of a favourite project you played a significant role in to [info@spindlestrategy.com](mailto:info@spindlestrategy.com)

