

IDENTIFICATION

Department	Position Title	
Aurora College	Research Chair, Health and Community	
Position Number	Community	Division/Region
91-16064	Yellowknife	Research Division

PURPOSE OF THE POSITION

In 2018, the Government of the Northwest Territories committed to transforming Aurora College into a polytechnic university over six years. This is one of several positions being established to help drive transformational change at Aurora College and advance northern research.

Currently, there are experienced northern researchers working at, or in association with, Aurora College. The transformation of Aurora College into a polytechnic university is a way of building on that experience by creating a more visible and clearly defined research presence. With a more visible research presence that is anchored in the Northwest Territories, a polytechnic university would help attract new federal research dollars to northern projects and help forge new partnerships with the private sector and other academic organizations and institutions. The unique characteristics of the Northwest Territories offer distinct advantages to researchers that may be leveraged to help draw increased investments to the knowledge economy.

Reporting to the Vice President Research, the Research Chair is responsible for the development and implementation of an applied research program related to Aurora College priority areas of focus, that aligns with Aurora College's strategic directions and values, builds northern capacity, and addresses northern research needs.

SCOPE

The Research Chair is located in Yellowknife and one of thirteen positions reporting to the Vice President Research. The Research Chair will be responsible for building an applied research program, and conducting research activities at Aurora College.

The Research Chair is responsible for securing funding for research program development. The incumbent is expected to take a lead role in the development of a research program that addresses regional priorities and aligns with Aurora College's strategic goals.

The Research Chair will develop a range of partnerships and collaborations to support research program development, program delivery and implementation. The pool of potential research partners is diverse and includes research scientists, technicians, federal and territorial government employees, Indigenous governments and organizations, industry, non-profit groups and community organizations.

The Research Chair will mobilize knowledge of research and disseminate research results through a variety of media which include academic and technical reports, peer-reviewed publications, instruction in curricula, presentations, meetings, community engagement, , and other internal and public communication avenues.

The Research Chair will manage the financial, administrative and human resources of the applied research program. This position is expected to manage the resources for four (4) to ten (10) casual/grant funded staff and summer students per year.

RESPONSIBILITIES

1. Build an applied research program at Aurora College

- Outline a specific research program to meet an identified research need in the Northwest Territories.
- Align research program goals with Strategic Directions and other guiding documents held or created by Aurora College.
- Identify and develop a set of research projects that are designed to meet research program goals.
- Conduct, manage and coordinate research activities to carry out those projects
- Identify and acquire the tools, materials and services required to conduct research activities in accordance with Aurora College policy and procedures and funder guidelines, and within available budgets.
- Disseminate research results through technical reports, peer-reviewed publications, presentations, meetings, community engagement, media interactions, and other internal and public communication avenues.
- Lead the development of project funding proposals to attract and retain external research project funding support.
- Identifies potential funding sources and examines their applicability to the applied research program.
- Ensure ethical conduct of research activities in accordance with Aurora College's Research Ethics processes and in compliance with relevant Aurora College policies and procedures.
- Report on research activities to funding bodies and Aurora College Leadership Research, as required.
- Contribute to the development of strategic priorities for Aurora Research Institute and Aurora College.
- Create opportunities for student involvement in research.

2. Fosters a culture of research and innovation across Aurora College

- Mentors new and emerging researchers.
- Exemplifies best practices in the management of research projects.
- Provides guidance and advice to fellow researchers within Aurora College that seek to develop their own research project or establish a research program.
- Helps to integrate research practices with teaching.

3. Contributes to a variety of partnerships

- Creates and maintains partnerships with research collaborators and end-users in support of existing and potential research projects, and building a network of peer experts both internal and external to Aurora College.
- Develops proposals to seek funds to support research programs and new research initiatives in collaboration with partners.
- Develops and maintains productive working relationships with partner institutions.
- Nurtures close working relationships with other Aurora College partners.

4. Manages the financial, administrative and human resources of the applied research program

- Holds financial accountability for research program funding and ensuring research funding is spent in accordance with Aurora College and research funder guidelines, policies and procedures.
- Manages third-party contracts/agreements and ensures all required accountabilities and reports are submitted on time and according to the funders' requirements.
- Contributes to financial reporting and budget development as required by Aurora College.
- Develops the operational, scientific and long-term research plan for the applied research program.
- Develops and monitors annual operating budgets and takes corrective action where required.
- Manages funding from a diverse range of sources (1-10 different sources) with differing reporting requirements and timelines resulting in complex budget execution.
- Attends to human resource matters, including recruitment, orientation and training, performance planning and appraisal.
- Ensures that faculty, staff and students are familiar with relevant Aurora College policies and occupational health and safety regulations and the Collective Agreement.
- Anticipates, recommends and contributes to the development of College-wide long-term planning and policies.
- Participates on various Aurora College and ad hoc committees, teams, and task forces.
- Reviews and approves professional development plans for the faculty and staff who report directly to the Chair.

5. Develops education and outreach activities related to research program

- Creates opportunities for regional residents to interact with the research program.
- Liaises with Aurora College staff to identify and address training needs with respect to research.

- Creates opportunities for student involvement in research, and supervising and mentoring student researchers.
- Hires and supervises research staff, technicians and students.
- Advises Aurora College program managers and instructors on program development and course instruction related to research.
- Guest instructs in Aurora College programs in the area of his/her specialty.
- Facilitates knowledge mobilization activities in region.
- Acts as a local resource person for inquiries on matters of scientific interest.

WORKING CONDITIONS

Physical Demands

The duties may involve field work, often in winter conditions, and entails physical hazards through the requirement to travel in isolated northern areas by charter aircraft, boat and snowmobile.

Environmental Conditions

The incumbent travels 2-4 times per year, to meet with partners. Travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

Sensory Demands

The incumbent must spend long hours in intense concentration both of a technical and an interpersonal nature; be especially adept at listening to and understanding others from a variety of cultural backgrounds; spend long hours on the computer which requires a great deal of attention to detail.

Mental Demands

The incumbent works with tight deadlines and must deal with conflicting priorities and regular interruptions.

KNOWLEDGE, SKILLS AND ABILITIES

The Research Chair requires a combination of knowledge and successful experience in the following areas:

- Knowledge of multi-disciplinary research methodologies and their application in a northern context
- Experience partnering with Indigenous communities and governments on research activities
- Knowledge of federal and territorial research funding programs and corresponding departments
- Knowledge of current discipline-specific research and knowledge
- Experience in developing research programs and designing and carrying out complex research projects in an academic environment
- Experience with project management and demonstrated organizational skills

- Experience developing and sustaining research partnerships, including partnerships with Indigenous communities and governments, private sector, and other government bodies
- Experience developing and writing successful funding proposals
- Experience creating student research projects, and supervising and mentoring students
- Excellent supervisory skills
- Academic writing experience
- Community engagement, communications and public outreach experience
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations
- Discipline-specific computing skills
- Experience creating budgets and managing finances
- Demonstrated ability in building teams, strategic planning and setting and achieving goals

Typically, the above qualifications would be attained by:

- Completed PhD in relevant field
- Five years' experience in research project management
- Five years' progressive experience in management /supervision of staff
- Five years' experience implementing research programs in remote locations

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred