



**IDENTIFICATION**

Department	Position Title	
Aurora College	Manager, North Slave Research Centre	
Position Number	Community	Division/Region
91-7981	Yellowknife	Research

**PURPOSE OF THE POSITION**

The Manager promotes scientific endeavors in these regions of the Northwest Territories (NWT) by: undertaking research as identified by public and private sector agencies; supporting researchers undertaking studies in these areas; developing scientific awareness in the regions; enhancing employment opportunities for residents of the region in scientifically related fields, and transmitting new technologies to local residents. The Manager will supervise research undertaken by the ARI in the Yellowknife and North Slave regions, participate with visiting and in-house scientists in field and laboratory research projects, supervise contractors and casual staff required to complete projects, and maintain and operate a regional office as the ARI in Yellowknife. The Manager will also pursue scientific research programs in the discipline in which he/she is trained and related fields of study.

**SCOPE**

Reporting to the Vice President, Research, the incumbent manages Aurora Research Institute (ARI) programs in the Yellowknife and North Slave Regions. The Manager, North Slave Research Centre (NSRC) is one of eight positions reporting to the Vice President, Research and is responsible for a base annual budget of \$138,000 plus third party projects with signing authority up to \$10,000. The incumbent is responsible for managing the NSRC, NSRC Research programs, delivering support for scientists working in the region, as well as, monitoring special projects and training opportunities.

The NSRC is a regional centre for ARI. The active research community that operates in the Yellowknife and North Slave Regions requires the Manager to work and collaborate with a diverse group of scientists and researchers originating from NWT communities, as well as, universities, government departments and international organizations.

The Manager, NSRC is responsible for securing contracts for additional funding, providing logistical support for regional research, and providing information to researchers, industry, college staff, students and the public. The incumbent is also responsible for performing budgetary functions as required as well as producing a variety of written reports and proposals. The incumbent is expected to take a lead role in the development and coordination of regional research programs. Partners in these projects can include national and international researchers, NGOs and community organizations.

## **RESPONSIBILITIES**

### **1. Manages the operation of the North Slave Research Centre**

- Work with local committees, agencies and interested members of the public to obtain input on the scope and function of the Research Centre.
- Support the Centre's staff and contractors in their undertaking of social and physical scientific research and data collection.
- Establish and maintain close working contacts with research managers and scientists.
- Provide assistance, scientific and technical advice, and local area information to enable scientific projects to be carried out most effectively.
- Determine the potential users of the NSRC, and promote its use in the region.
- Develop overall strategies, policies and procedures for the Centre in the collaboration with the Vice President Research and ARI Management Team.
- Represent the Aurora Research Institute on committees as determined by the Vice President/
- Liaise with Aurora College staff to identify and address training needs with respect to research
- Manage the Centre's equipment and resources.
- Maintain the administrative procedures and records required for the needs of the Centre and Research Institute.
- Control and authorize expenditures of funds within delegated financial authority in order to maintain the facility's equipment and resources.
- Maintain adequate records and files of all working documents, correspondence and financial transactions.

### **2. Supports scientific research in the Yellowknife and North Slave regions through effective and creative collaboration with researchers and scientists.**

- Respond efficiently and effectively to the requirements of scientists and others by recommending to the Vice President, Research new systems and procedures to facilitate this capability.
- Create and maintain partnerships and working relationships with a variety of clients, including community members, scientists, college staff and the staff of government departments and local organizations.
- Develop arrangements with relevant agencies for long-term funding of scientific research in the region.
- Provide assistance, scientific services and information concerning the region to enable scientific projects to be carried out most effectively.

- Liaise with regional leadership and researchers on issues and activities relevant to the region.
  - Manage the maintenance of equipment and materials.
  - Maintain statistical records of the use of the facilities by researchers, and prepare monthly use reports and other statistical summaries as required.
- 3. Carries out scientific research in the areas of his/her specialty and participates in joint research projects sponsored by ARI, community, national or international groups.**
- Analyze and evaluate current and projected needs for research to meet northern needs and interests.
  - Communicate with representatives from both government and industry to determine territorial needs and priorities.
  - Secure funds to undertake research projects.
  - Manage, monitor and evaluate research projects and associated paperwork as denoted by the nature of the project including: licence/permits, ethics reviews, proposals, interim and final reports.
  - Develop and manage project budgets.
  - Develop and maintain contact with universities, research organizations and national and international organizations who conduct research.
  - Develop and maintain regular liaisons with Territorial, Provincial and Federal research and regulatory bodies, land claim groups and Aboriginal organizations.
  - Liaise with leading researchers for the purpose of conducting research relevant to the Northwest Territories.
  - Solicit funding to create projects and provide jobs related to research.
- 4. Provides support for communities, community organizations and agencies, and other interested parties, to conduct research relevant to the people of the region.**
- Work with local committees, agencies and interested members of the public to obtain input on the scope and function of the ARI programs.
  - Determine the scope of research possible in the region in conjunction with community and national groups.
- 5. Provides support for college programs, elementary, secondary, and/or university institutions in the area of his/her specialty or related fields of study.**
- Support Aurora College staff and contractors in their undertaking of social and physical scientific research and data collection.
  - Liaise with Aurora College program managers, and instructors on science and technology education and issues, and provides assistance with field camps, science fairs and curriculum development.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may be required to travel to various College locations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong knowledge of and academic background in natural environmental or social science.
- Experience in research program management.
- Extensive knowledge of research design, research methods and statistical analysis is required.
- Demonstrated knowledge in designing, implementing and managing research programs/projects.
- Knowledge and experience in research project assessment, evaluation and analysis.
- Knowledge, experience and an understanding of working in a cross-cultural environment.
- Ability to review and objectively assess the research projects of visiting local researchers.
- Sound knowledge of Northern Canada.
- Demonstrated administrative competence.
- Ability to work in a team environment.
- Self-motivated, independent and innovative with the ability to take on new challenges.
- Advanced computer skills with extensive knowledge of Microsoft Office, statistical and database programs.
- Leadership, management, organizational and team building skills.
- Good communication skills, both written and verbal.
- Planning and problem solving skills, in order to conduct a number of operational requirements.
- Skills in supervision of technical, administrative and scientific personnel.

### **Typically, the above qualifications would be attained by:**

PhD in Natural, Social or Physical Sciences, with 3-5 years of experience in research project management, and 3 years of successful experience in fundraising for research projects.

### **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