



IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
91-7983	Vice President, Research	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Aurora College	Aurora Research Institute	Inuvik, NT

PURPOSE OF THE POSITION

The Vice President Research is the chief academic and policy head for the Aurora Research Institute (ARI) division and provides the overall leadership and management of research across Aurora College, the division, its faculty and programs College-wide. The VP Research ensures research excellence and integrity govern all elements of the Division and the College's work and fosters an environment that promotes research and innovation that is respectful of the many cultures and communities of the Northwest Territories. The VP Research establishes short and long term plans for research that flow from Aurora College strategic plans; creates processes and procedures for the on-going monitoring, evaluation and renewal of all programs as well as the establishment of new programming; ensures research integrity is maintained and evolving thought and technology are incorporated as appropriate; builds and maintains relationships with Aboriginal, community, territorial and federal governments, research funding bodies, industry and post-secondary institutions to advance northern research goals. The VP Research acts as the Science Administrator of the NWT and is charged with the responsibility of administering the *Scientists Act (R.S.N.W.T. 1988, c.S-4)*.

Aurora College uses a multi-campus delivery model and the VP Research ensures it is fully embraced at all levels of the Division. The VP Research oversees the operations of three research centers (Inuvik, Yellowknife and Fort Smith) and works in conjunction with a broad range of scientists from across the NWT, Canada and the international research community to deliver and develop research programs throughout the NWT. The incumbent works to enhance NWT research program delivery, as well as plans, budgets, develops, implements, evaluates and reports on all research operations throughout the NWT. To do so, the VP Research cultivates partnerships with northern research networks, circumpolar research community, NWT community groups, national funding agencies, Aboriginal Governments and other post-secondary institutions.

The VP Research supports the mission, values, goals, and policies of Aurora College and the GNWT as a whole. The position is governed by a range of legislation and plans including, but not limited to: Aurora College Strategic and Business Plan, Policy and Procedures, Code of Ethics; *Aurora College Act (R.S.N.W.T. 1988, c.A-7)*, *The Scientists Act (R.S.N.W.T. 1988, c.S-4)*, and related legislation, regulations, policies and guidelines; UNW Collective Agreement; Federal and Territorial Human Rights Legislation.

SCOPE

The VP Research reports directly to the President of Aurora College as one of 6 members of the Senior Leadership Team and collaborates regularly with the Vice President, Education and Training, the Vice President, Communities and Extensions, the Vice President, Student Affairs and the Director of Finance.

The VP Research works directly with the Research Advisory Council (RAC) and seeks advice and direction for the research programs through the RAC as a standing committee of the Aurora College Board of Governors. A key aspect of this role is to provide input into, and recommendations concerning strategic planning for research and innovation at the College and providing advice to the Legislative Assembly on science activities as requested. The VP Research must support the RAC's activities through the preparation of decision and option papers and the presentation of financial and other analysis that will assist in developing appropriate policies and programming.

The VP Research provides leadership directly to ARI Management team and the staff located at the three Aurora College campuses and the Western Arctic Research Centre. The division is base funded to 15 FTE's but typically has 30-40 staff annually with positions funded through third party agreements and research programs. The position oversees the research activities in three research centers which support over 400 external researchers on an annual basis. Operates the Western Arctic Research Centre and associated housing which is the hub of research activity for the Western Arctic including the Yukon North Slope, Beaufort Delta and western Arctic Islands.

The administration of the *Scientists Act* requires that the VP Research issue permits to approximately 200 research programs annually. As the Science Administrator of the NWT the incumbent is required to oversee the implementation of the NWT Scientists Act by supervising administration of the research licensing process and developing an annual NWT State of Research report as described in the *Aurora College Act*.

The VP Research represents the Aurora College on territorial, national and international research advisory boards and works to promote NWT science and research priorities through these initiatives. The VP Research is promotes NWT science priorities through maintaining relationships with research funding agencies, northern Canadian research networks, territorial, national and international research initiatives and post-secondary institutions.

The annual budget for the VP Research is \$2 million which includes salary and O&M. Third party funding varies annually between \$1 and \$3 million. Significant duties related to third party project management.

The VP Research leads and is responsible for risk management, policy and legislation as it relates to the Division.

The VP Research may be required to act on behalf of the President.

The impact of this position is significant and cannot be over stated. The Research Division under the VP, Research's direction has impact on the integrity and development of the College's research programming and standards; the College's potential for growth and continued credibility in research and innovation; the role of northern science, research and innovation in developing

the Northwest Territories; the role of northern lead research in developing a northern society; and the overall reputation of Aurora College and its many partner organizations.

RESPONSIBILITIES/ACCOUNTABILITIES

Leadership and Management

Under the President's direction, establishes a vision for the Division which flows from the Aurora College Strategic Plan and integrates high academic expectations, research excellence, innovation and creative and collaborative endeavors.

Working with the President, Senior colleagues, Chairs, faculty and staff, develops immediate and long term strategic plans to guide the growth and direction of the research within Aurora College; to establish priority issues for action; and to provide a planning framework for the Managers in the Division.

Leads and is responsible for risk management as it relates to the Division, including management of staff and research partners safety in wilderness and remote environments Oversight of staff, students and external researchers' scientific laboratory use and safety.

Leads and is responsible for policy and legislation as it relates to the Division.

Oversees the research conduct of Aurora College staff and faculty including, but not limited to: land, water, research and wildlife licence adherence, ethical conduct, and financial accountability in accordance with appropriate policies and legislation. Incumbent will also manage ongoing and future liabilities associated with any research activity of Aurora College staff and faculty.

Ensures that the on-going development of the, Aurora Research Institute within the multi campus delivery model is effective and successful; implements team building communication processes among staff to create a single team from all three campuses; actively seeks constructive input from staff on how to capture and build on the synergies of the three campuses and the Western Arctic Research Centre.

Demonstrates a commitment to on-going professional development. Remains abreast of evolving northern research field and actively pursues opportunities for professional growth. Nurtures a culture of professional development that supports research and innovation among all staff.

Research Programs and Partnerships

Provides strong academic and administrative leadership and visioning required for the effective delivery of both long and short term community-based, industrial and government research programs, as well as, for training programs related to developing community capacity in science and technology.

Prepares long range plans for the development of the College's research programs across the entire NWT.

Leads in the provision of research services, providing regional research logistic support for over 400 transient scientists annually from the three research facilities and Inuvik's researcher housing facility.

Ensures faculty and staff are made aware of and abide by the Aurora College Research policies.

Manages Aurora College's Human Subject Research Ethics Committee and Animal Care Committee.

Tests and innovates new technologies in a northern context, both within the College and in partnership with Aboriginal, community, territorial and federal governments, industry and post-secondary institutions.

Pursues applied research in a northern context, both within the College and in partnership with Aboriginal, community, territorial and federal governments, industry and post-secondary institutions.

Develops partnerships and proposals to advance and support community research programs with Aboriginal, community, territorial and federal governments, industry and post-secondary institutions.

Communicates NWT research need, priorities and realities on a territorial, national and international scale at meetings, symposiums, workshops, community functions, Aboriginal and First Nations functions academic forums, Canadian Government northern science advisory groups and Arctic science forums.

Human Resources

Encourages the development of leadership skills and knowledge in all faculty, staff and in particular the research program managers through mentoring and on-site supports.

Develops a training plan for the division to map out mandatory training as well as developmental/beneficial training for all faculty and staff.

Determines staffing requirements for program and service delivery based on existing plans and budgets and in consultation with appropriate staff.

Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy. Ensures all staff are fully oriented to the College and their positions, and, where necessary, to their community.

Implements a performance management process which includes the growth and development of staff and the completion of annual performance reviews. Coaches and mentors staff as appropriate to improve performance.

Ensures appropriate and consistent action is taken to discipline staff when necessary using the progressive discipline model. Seeks assistance from GNWT Human Resources to enforce discipline and from the President's Office in the event of dismissal.

Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

Administration of Scientists Act

Leads the administration of the Scientists Act of the NWT. Reviews and issues each NWT research license. Advises on the daily aspects of the research licensing process and specific files.

Oversees ongoing compliance with *NWT Scientists Act* and manages response when compliance issues arise, including working with relevant GNWT departments such as Justice.

Oversees the development and distribution of key research reporting and policy development documents: the annual state of NWT research report known as the Compendium of Research in the NWT and the Guide for Researchers in the NWT.

Oversees ongoing development of the online research licensing system and related responsibilities.

Communicate research activity within and beyond the NWT through innovative technologies and public web-based databases. Manages over 40 years of historical research license data.

Third-Party Agreements and Partnerships

Develops and implements communications to ensure outside organizations are aware of third-party opportunities and processes.

Build partnerships and relationships with key stakeholders such as Aboriginal Organizations and First Nations across the NWT; community governments; federal and territorial departments; universities, NGOs and agencies involved in the delivery and implementation of NWT research programs.

The incumbent works in partnership with other GNWT science departments on the implementation of NWT research needs and priorities (as currently expressed in the NWT Science Agenda).

Seeks and develops third-party initiatives and, as necessary, facilitates development of strategic alliances among funding agencies and clients to make research opportunities possible territory-wide.

Develops proposals, as required, in consultation with clients and potential funding agencies and sources and maintains on-going liaison to ensure positive partnership relationships; ensures all staff understand the elements of successful working partnerships; ensures that third-party reporting requirements are met and submitted and maintained.

Oversees all Aurora College research applications to and adherence with the Canadian Tri-Council Research Agencies - the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council (SSHRC).

Financial

Assumes overall accountability for ensuring the salary and O & M budgets are developed in concert with strategic and program plans; are realistic and effective; and are closely monitored through monthly analysis with staff and the Director Finance. Takes corrective action as required

to meet budget targets.

Ensures faculty and staff are fully involved with the budget process and accountable for their budgets.

Works closely with GNWT Public Works staff regarding the maintenance and renovations of the Western Arctic Research Centre and the Inuvik row house accommodations.

Project manages significant third-party project funding and programs that can range in amount and duration.

Policy Development

Under the President's direction and in accordance with the Aurora College Strategic Plan, establishes and implements a process for reviewing existing policies and developing new policies for the College; ensures the policy development process benefits from research into other jurisdictions and that significant vetting and input from faculty, staff and, as appropriate, students takes place.

In collaboration with the Vice Presidents and Director of Finance/CFO reviews existing and develops new research specific policies. Presents policies to the Board of Governors and/or to the Policy and Programs sub-committee of the Board for review and approval; ensures all required staff and students fully understand existing and new policies.

Responsible for development of all research administration policies in adherence with national standards as defined by the Tri-councils to ensure that all Aurora College research activities are in compliance.

Communication and Information

Ensures staff are made aware of College Strategic Plan and Business Plan, College Policies and Procedures, relevant government policies, as well as other directives from the College Board of Governors and the President's Office.

Creates communication plans to ensure faculty and staff receive important information in a timely manner. Devises appropriate communication vehicles where Aurora Research Institute cross over other Divisions.

Oversees communications about research and programming through ARI's online website (nwtresearch.com) and social media accounts.

Represents the Aurora Research Institute in the media as needed.

Establishes and maintains relationships important to the Division by meeting regularly with stakeholders including, but not limited to, Aboriginal organizations, regional and community leadership, federal and territorial government divisions, partners in research, innovation, education, business and industry.

When asked by the President, represents the College at meetings, symposiums, workshops, community functions, and Aboriginal and First Nations functions.

Provides reports and briefing notes for the President, Board of Governors, Research Advisory Council and Dept. of Education, Culture and Employment as required.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

Knowledge:

- Knowledge of the social, political and cultural environment as it effects research, innovation, technology development and education in the Northwest Territories, along with Aboriginal Claims and Self-Government initiatives, and the context of Northern Aboriginal communities.
- Knowledge of leadership, motivational theory and effective practices; team building, relationship building with faculty, staff and students; success in a multi-layered organization; networking;
- Knowledge of organization and structure of colleges; post-secondary systems, program development; planning; the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada;
- Knowledge of the NWT research, and industrial development regulatory process, the various agencies, boards and government departments, the permits they issue, legal requirements to obtain them and relationships with the NWT Scientists Act.;
- Knowledge of northern research patterns, trends and funding programs;
- Knowledge of administration and development of research programs in the physical, biological, human health and social sciences;
- Knowledge and ability to effectively manage risk management and legal matters relating to research program deliveries especially in off campus and field camp settings;
- Knowledge and experience in the development and safe operation of research programs in remote arctic locations, development of field camps, research stations and study sites, knowledge of key safety requirements and the realities of remote northern transportation and communications planning;
- Knowledge and ability to implement innovation and change within a division;
- Knowledge of organizational behavior and design;
- Knowledge of effective Human Resource practices and the ability to mentor and evaluate;
- Knowledge of the organization and structure of colleges; post-secondary systems, program development and planning;
- Successful development of working partnerships;
- Knowledge of financial administration, generally accepted accounting principles and budget preparation, as well as, the ability to monitor variances and implement required budgetary controls and/or corrective action;
- Ability to negotiate and attract third party investment to expand program and service delivery;
- Knowledge of strategic planning; short and long term planning;
- Ability to manage tight time deadlines and multiple priorities;
- Knowledge of research methods, research project development and implementation, needs assessments and program evaluation and management.

Typically, the above qualifications would be attained by:

- Completion of a PhD in Science.
- 10 years progressive experience in fields of post-secondary education and research
- Experience in a northern research context.

WORKING CONDITIONS

(Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

This position requires a high degree of energy to deal with the range of issues associated with the Division, travel to the three campuses and communities to meet with a variety of community and regional groups. 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. The hours of work expected of the incumbent, can fluctuate widely, particularly during the busy summer field season while demanding unusual scientific flexibility and innovation since the research groups being supported are often developing new scientific techniques and approaches to northern research

Environmental Conditions

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 often faces simultaneous, competing demands with limited resources and must be able to set priorities in an ever changing environment. This may be particularly important when dealing with many community groups. Sensitivity and tact and an understanding of community dynamics are constantly required. Issues related to student or staff suspension and discipline can be emotionally charged and, at times, politically sensitive. This can be a source of stress and fatigue.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required

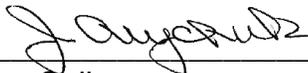
Position of Trust – criminal records check required

Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Title: Vice President Research

Position Number: 91-7983

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p> President, Aurora College</p>	<p>August 12, 2015</p>

"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position".