



IDENTIFICATION

Department	Position Title	
Aurora College	Research Coordinator	
Position Number	Community	Division/Region
91-16385	Yellowknife	Research

PURPOSE OF THE POSITION

Reporting to the Manager, North Slave Research Centre and as part of the Aurora Research Institute (ARI) team, the Research Coordinator will support research projects with diverse partners in order to address key environmental management issues impacting the Northwest Territories.

The Research Coordinator is a critical member of the ARI research team who contributes directly to the success of research studies by coordinating, conducting, and implementing research and program delivery activities on a variety of subjects. This includes providing assistance on larger projects, including administrative tasks, data collection, analysis, reporting, development of written and visual deliverables, knowledge translation, dissemination, and project communication. Additionally, the Research Coordinator may lead research projects or program deliveries with supervision of the Manager, North Slave Research Centre. This may include observing regulatory requirements, coordinating logistics, designing research methods, supporting event planning, drafting budgets and communications, completing project deliverables, and representing ARI on research project teams.

SCOPE

The Research Coordinator will provide support to multiple diverse research projects. The incumbent will work directly with stakeholders, community members, researchers, funders, local businesses, partner organizations, and others as a project liaison and plays a central role in ensuring research and project communications are professional, positive, and successful. This position requires the incumbent to complete multiple deliverables with firm deadlines. The incumbent will be required to exercise good judgment in determining how best to meet work priorities and objectives.

The Research Coordinator will efficiently arrange and complete research tasks that have a direct impact on the success of local and territorial programs of research. The incumbent will work closely with a research team that includes the Manager, North Slave Research Centre and will be

accountable for planning and implementing field and laboratory work in a professional and positive manner.

The Research Coordinator will work with other departments as needed, including working with the Finance department to complete administrative tasks according to College procedures. The position is located in Yellowknife. Travel within Canada may be required for data collection, knowledge translation, and dissemination activities.

The incumbent must work within the context of Aurora College programs, policies, and procedures; Aurora College strategic and business plans; the Collective Agreement; GNWT policies and procedures; and various other standards, guidelines, and agreements. The incumbent is a representative of the College with the community and the NWT and therefore plays a critical role in creating and promoting a positive image for the College.

RESPONSIBILITIES

1. Coordinate and collaborate on research and program delivery activities in communities across the territory.

- Assisting with designing and developing all stages of research projects and programming;
- Working with various groups to develop NWT-focused research and program deliveries;
- Coordinating data collection and monitoring project progress;
- Completing project reporting requirements;
- Analyzing data and collaboratively determining project results;
- Communicating research results to multiple stakeholders, including academics, partners, funders, stakeholders, college staff and community members;
- Representing ARI as a research partner and collaborating as part of multi-stakeholder project teams;
- Drafting reports and articles containing research results in appropriate venues.

2. Provide field and laboratory technical support to staff, scientists, instructors, college programs/courses through the North Slave Research Centre.

- Leading the collection and compilation of field data for a broad range of scientific research projects;
- Supervision of field assistants, casual staff, students or junior research scientists working with ARI equipment in the field;
- Organizing the collection of long-term field data at the request of scientists or the Research Centre Manager;
- Compiling field and laboratory investigations, completing accurate data records and participating in the preparation of data summaries to be included in scientific reports;
- Recommending new and modified field measurement and testing procedures; and
- Providing field advice to clients on the safe use of equipment and working in a northern environment.

3. Participate in communications, outreach, and education activities that promote science and research, provide information to the public and various interest groups, and foster engagement between the community and the Aurora Research Institute.

- Designing and implementing activities/programming for schools, youth, camps, organizations, and community groups based on subject area expertise or research topic;

- Participating in relevant local events, meetings, gatherings, activities, etc. as an ARI representative;
- Collaborating with local stakeholders, organizations, community members, and others on activities and events that encourage engagement with science and research, knowledge transfer, and capacity building.

4. Provide operational and administrative support to the Manager, North Slave Research Centre.

- Providing various levels of support on multiple ARI projects, including administrative processes, research activities, project communications, and other duties, as needed;
- Attending regular meetings, preparing meeting agendas and minutes, preparing spreadsheets for tracking and monitoring progress, documenting and recording research processes and activities;
- Administering and responding to project-related email and information requests, communicating clearly and professionally with a range of stakeholders, including: community members, partners, research participants, local organizations, researchers, funders, and the public about ARI projects, activities, and priorities.

WORKING CONDITIONS

Physical Demands

The incumbent is often required to lift heavy equipment and supplies. Installation of equipment may require lifting and carrying heavy items, and/or working in confined places and awkward positions.

Environmental Conditions

The incumbent is required to travel by snowmobile, boat, vehicle, fixed-winged aircraft and helicopter to various research sites in the region. The incumbent is required to work outside year-round, and is therefore exposed to inclement conditions such as cold in the winter and insects in the summer. The incumbent works approximately 75% indoors and 25% outdoors.

Sensory Demands

This position requires prolonged periods of focused attention when monitoring and operating scientific instrumentation, operating mechanical equipment and working with tools. Acute use of all senses is required when diagnosing various mechanical problems, and when repairing and maintaining equipment. Close attention to detail is required when reading/calibrating sensitive scientific equipment.

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge and academic background in natural sciences or environmental engineering;
- Demonstrated experience in research program design and coordination;
- Knowledge of electronics and scientific equipment, and its repair;
- Knowledge of research techniques in northern environments;

- Knowledge of field and laboratory procedures and requirements;
- Strong research, analytical and troubleshooting skills;
- Superior written skills, editorial ability, and familiarity with academic and plain language writing;
- Strong presentation and verbal communication skills, with the ability to facilitate meetings, workshops and presentations;
- Knowledge of the following computer programs: word processing, spreadsheets, databases, e-mail systems, online journal databases, Geographic Information Systems (GIS) (ArcMap or similar open source software), statistical programs (R, SPSS, or similar programs);
- Strong interpersonal skills, tact and diplomacy;
- Ability to train and work effectively with others;
- Knowledge of northern cultures;
- Ability to work under pressure and to meet deadlines and work on multiple projects simultaneously;
- Ability to work both as a member of a team and independently, as required;
- Self-motivated with the ability to take on new challenges

Typically, the above qualifications would be attained by:

- Bachelor’s degree in the natural sciences or environmental engineering;
- 3 years of experience working in an academic, government, or community research environment.

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