



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Scientific Services	
Position Number	Community	Division/Region
71-2672	Inuvik	Post-Secondary Education/Beaufort-Delta

PURPOSE OF THE POSITION

The Manager, Scientific Services is responsible for managing the scientific research licensing process for research activities in all regions of the Northwest Territories (NWT). This position administers and coordinates the scientific research licensing process as set out in the *Scientists Act* and compiles annual reports of these research activities which are reported annually in the Compendia of Research in the NWT. The Manager also oversees the management of a public database of NWT research activities and communication related to research licensing and research activity within the Northwest Territories.

SCOPE

Located in Inuvik, the Manager, Scientific Services (Manager), reports to the Director, Post-Secondary Education, and is responsible for an annual budget of approximately \$300,000, and oversight of the Licensing Coordinator position.

This position is responsible for managing the scientific research licensing program in accordance with the *Scientists Act*. This involves managing the licensing process, licensing system (Portal to Online Licensing Application System (POLAR) and public access to NWT Research database. The Manager is also required to compile data and report on research activities for various territorial committees in order to build and support information networks.

The Manager evaluates the projected needs and requirements of the office of Scientific Services which plays a central role in facilitating communication between researchers and community organizations in the Northwest Territories as well as promoting NWT research requirements.



In addition, the Manager also organizes and participates in public education activities related to science, engineering, technology and math.

RESPONSIBILITIES

1. Manage the Scientific Research Licensing Program in accordance with the *Scientists Act*.

- Receive all applications for research and determine the appropriate consultation and/or licensing procedure.
- Review research licences and supporting documentation.
- Advise researchers on the research licensing processes in NWT.
- Facilitate communication between researchers and research licence review organizations.
- Ensure license communications are kept current with changes in roles and responsibilities of Indigenous, community and territorial organizations.
- Facilitate communications with communities, agencies and review committees where public concern is expressed or questions arise on the nature of the proposed research.
- Advise supervisor on permitting matters and issues.
- Recommend amendments to the *Scientists Act* and accompanying regulations.
- Undertakes programs reviews as required to evaluate the effectiveness of the licensing process.
- Recommend changes in policy and procedures as needed to support administration of the *Scientists Act*.
- Ensure that the licence administration and report filing system and public database are kept current.
- Provide licence data for the annual NWT Research Compendia.
- Provide licence data for the NWT Research Database.
- Compile licensing data to report on NWT research activity as needed.
- Keep the Research Advisory Council informed on issues related to licensing.

2. Manage the office of Scientific Services.

- Manage the resources of Scientific Services office.
- Monitor and report on research licence activity within the NWT.
- Maintain Portal to Online Licensing Applications for Research (POLAR) system and NWT Research Database.
- Manage and develop communications materials related to research licensing in the Northwest Territories.
- Prepare communication material to promote awareness of the research licensing process within the NWT.
- Maintain and updates the Guide to Doing Research in the Northwest Territories.



- Maintain administration procedures and records compatible for the needs of the Scientific Services.
- Establish and maintain contact with universities, research organizations and other science related agencies.
- Represent the Aurora Research Institute (ARI) on committees as determined by the Vice President Research.
- Manage special initiatives as needed.
- Control and authorize expenditures of funds within delegated financial authority in order to maintain the facilities equipment.
- Maintain adequate records and files of all working documents, correspondence and financial transactions.

3. Organize and participate in public education activities related to science, technology, engineering and math.

- Facilitate science outreach and knowledge mobilization activities.
- Act as a resource person for inquiries on matters of scientific interest.
- Develop and present materials to students and special interest groups.
- Prepare and distribute information on NWT research.
- Participate in science fairs and science outreach activities.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Natural, environmental, health or social science knowledge and academic background.
- Knowledge of and/or the ability to acquire and apply knowledge of the *Scientists Act*.
- Skilled in research program management.
- Knowledge of research design, research methods and statistical analysis.



- Knowledge in designing, implementing and managing research programs/projects.
- Knowledge and skills relating to research project assessment, evaluation and analysis.
- Knowledge of and/or the ability to acquire and apply knowledge of the Human Resources Information System (HRIS), recruitment, retention, ePerformance, training, and to empower staff to achieve unit goals.
- Skilled in budgeting, accounting and financial management.
- Ability to review/objectively assess the research projects of visiting and local researchers.
- Ability to facilitate communications with communities, agencies and review committees where public concern is expressed or questions arise on the nature of the proposed research.
- Interpersonal skills, management skills and practices.
- Planning and problem solving skills, in order to conduct operational requirements.
- Communication skills, both written and verbal.
- Leadership, administrative management, organizational and team building skills.
- Computer skills with Microsoft Office, statistical and database programs.
- Self-motivated, independent and innovative with the ability to take on new challenges.
- Ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- Ability to maintain and/or acquire and apply knowledge of Northern Canada.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor degree in the natural, social or physical sciences, and three (3) years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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: Indigenous Language - Not Specified

☐ Required

☐ Preferred