



IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Research Ethics	
Position Number	Community	Division/Region
91-13425	Fort Smith	Research

PURPOSE OF THE POSITION

The Manager, Research Ethics (Manager) is responsible for ensuring that all compliance requirements related to the ethical conduct of research involving human participants are met by Aurora College faculty, staff, and partnered researchers. The incumbent is responsible for the policies and procedures governing research involving human participants and is also responsible for training and professional development activities related to research ethics for Aurora College faculty, staff, students, and partnered researchers. Aurora College is also transforming into a polytechnic university and the Research Services team will play a key role in expanding northern research and supporting the success of the polytechnic university.

The Manager oversees the development, application, and maintenance of institutional policies and procedures that are relevant to research ethics in research projects taking place in multiple research sites, including Aurora College's three campuses located in Inuvik, Yellowknife, and Fort Smith. The Manager oversees and administers the Aurora College Research Ethics Committee and ensures institutional compliance with ethics requirements and regulations by reviewing research proposals, protocols, and practices.

The Manager promotes education and training related to ethical conduct of research involving human participants at Aurora College, and provides support and guidance to faculty, staff, students, and partnered researchers with respect to research ethics and research involving human participants.

SCOPE

Located in Fort Smith, the Manager, Research Ethics reports to the Director, Research Services. *This position is responsible for an annual budget of \$225,000, plus funding from third-party projects, with a signing authority of \$25,000.*

The Manager leads the administration and application of institutional policies and national standards related to the ethical conduct of research involving human participants. The incumbent will ensure that research and teaching activities that receive approval from the institutional Research Ethics Committee meet the requirements of both internal policies and national regulatory standards (i.e., the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS2*).

The incumbent ensures the ethical conduct of research involving human participants and communicates compliance requirements to members of Aurora College and the broader NWT research community. The Manager therefore provides advice, guidance, training, and support to institutional researchers and students, research partners, and territorial research practitioners who conduct research involving human participants.

This position is governed by a range of legislation, strategies, and plans, including the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS2*, the *NWT Scientists' Act*, the *Post-Secondary Education Act*, the *Aurora College Act*, as well as the *College's Strategic Plan* and *Academic Plan*. It is also informed by nationally accepted research regulations and guidelines as established by relevant agencies, such as the Tri-Agencies.

RESPONSIBILITIES

1. Administer and apply institutional policies on research ethics.

- Ensure research practices regarding research ethics and research involving human participants are in alignment with Tri-Council requirements
- Apply knowledge of research ethics to develop institutional policies/procedures that are in accordance with national standards
- Continuously review and integrate current literature and legislation related to research ethics and research involving human participants, and update institutional policies/procedures as necessary to ensure compliance
- Advise and inform Aurora College researchers, faculty, students, and research partners about ethical concerns, procedures, considerations, and legal issues regarding research ethics and research involving human participants
- Oversee and inspect approved research activities to ensure that research ethics are being followed

2. Oversee, coordinate, and administer the Research Ethics Committee (REC).

- Ensure that all research receiving approval from the REC meets the standards for the involvement of human participants in research, in accordance with the requirements of the federal Tri-Council, other research funders, and applicable legislation

- Coordinate the ethics review process for internal and external applicants, including those legislated to use the Aurora College REC as their review agency.
- Work with regulatory bodies to ensure that licensing of NWT-based research meets national standards for research ethics.
- Process applications to the REC and oversee correspondence on behalf of the committee.
- Maintain records related to the REC, including standard operating procedures, meeting minutes, records of applications and decisions, and lists of committee membership.
- Ensure that reporting requirements for the ACC are monitored, adhered to, and met.

3. Provide training and support regarding research ethics and research involving human participants.

- Advise and inform the Aurora College REC, faculty, staff, students, and research partners regarding ethical concerns, procedures, considerations, and legal issues related to research ethics and research involving human participants.
- Provide advice and information about ethical concerns, procedures, considerations, and legal issues related to research involving human participants to Aurora College researchers (faculty, staff, and students), and research partners.
- Facilitate training opportunities for the institutional REC to enable the committee to effectively review research projects and meet their obligations as a review body.
- Develop and lead training opportunities on research ethics for institutional faculty, staff, students, and research partners, including training related to the TCPS2 and OCAP (ownership, control, access, and possession) principles.
- Develop and lead training opportunities for external groups in the NWT as appropriate, including Indigenous and community researchers and organizations.

4. Promote and represent the institution.

- Participate in and/or chair regional and local meetings/committees.
- Represent the institution on committees as determined by the Director, Research Services.

5. Maintain annual membership and involvement with Canadian Association of Research Ethics Boards (CAREB)

- Monitor, track, and compile information about institutional research involving human participants.
- Maintain records of research ethics for reporting.
- Attend meetings and monitor correspondence.

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands

Mental Demands

This role may require work outside of regular working hours. Travel within and outside of the Northwest Territories may be required as part of the role.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of research ethics administration and review processes
- Demonstrated knowledge and academic background in a field requiring research ethics
- Extensive knowledge of research design and research methods for research involving human participants
- Demonstrated experience in participant-focused research in both institutional and community-based settings
- Demonstrated first-hand experience in program/project development, implementation, and evaluation
- Demonstrated experience in research program design and management
- Knowledge of research priorities involving human participants in the NWT, Canada, and global north
- Experience in budgeting, accounting, and financial management
- Knowledge, experience, and an understanding of working in a cross-cultural environment
- Planning and problem-solving skills to conduct operational requirements
- Verbal, written and interpersonal communication skills are required to arrange and facilitate meetings and workshops, establish partnerships, prepare proposals, and write technical and plain language reports
- Interpersonal skills to work closely with community and territorial organizations regarding ethics reviews
- Advanced computer skills with an extensive working knowledge in Microsoft Office and database programs
- Able to work both independently and in a team environment
- Self- motivated, independent, and innovative with the ability to take on new challenges
- Able to motivate others and organize effective teams

Typically, the above qualifications would be attained by:

- Master's degree or above in a relevant field
- 5 years' experience in research project management
- Experience conducting or participating in research ethics reviews

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