

IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Western Arctic Research Centre Logistics and Facilities	
Position Number	Community	Division/Region
91-15886	Inuvik	Research Division

PURPOSE OF THE POSITION

The Manager, Western Arctic Research Centre (WARC) Logistics and Facilities, manages Aurora Research Institute (ARI) facilities and logistics services in Inuvik and the western Arctic region of the Northwest Territories (NWT). To accomplish this, the Manager supervises field and laboratory research projects with visiting and in-house scientists, supervises the operations and staff required to maintain WARC, and ensures that the equipment and scientific instrumentation owned by WARC is maintained in fully functional condition.

SCOPE

The Manager, WARC Logistics and Facilities is one of six positions reporting to the Director, WARC, and is responsible for an annual budget of \$450,000 with signing authority to \$10,000. The incumbent is responsible for managing WARC facilities, staff and resources in the delivery of logistics support for scientists working in the region, as well as implementing and monitoring regional research and outreach projects.

The WARC facility provides support for over 100 field research programs each year, and is a regional hub of scientific activity in the western Arctic. The research community that operates from WARC requires the Manager to work and collaborate with a diverse group of scientists and researchers from NWT communities, universities, government departments, industry and international organizations. Therefore, the incumbent must not only be an effective manager but must also have a breadth of experience and regional knowledge sufficient to advise and collaborate on research projects logistics and implementation. The Manager must also have extensive experience in field logistics and safety, with knowledge of safe travel methods in the Mackenzie Beaufort Delta and proven experience in mobilizing research camps and field studies in the western Arctic region.

The Manager is also responsible for supervising the WARC staff in the provision of logistical support to research programs, and journey management protocols. The WARC staff and facility support a diverse range of knowledge sharing, outreach and education programs. The incumbent must perform budgetary functions for the benefit of the Centre, as well as producing a variety of written reports and proposals.

RESPONSIBILITIES

1. Manages the daily operations of the Western Arctic Research Centre to ensure it effectively meets the needs of researchers, scientists, community members and other facility users

- Supervises the provision of laboratory space, technical facilities, instrumentation, equipment, accommodations, transportation, field supplies and other materials to support a wide range of scientific projects;
- Supervises six permanent full-time staff (three Technicians, Logistics Coordinator and two Custodians), as well as casual staff and summer students, in order to provide logistical and technical support for researchers working in the western Arctic;
- Manages the centre's efficient and effective response to the needs of scientists and others by recommending new systems and procedures;
- Maintains adequate records and files of all working documents, correspondence and financial transactions;
- Maintains a record of facility use by researchers and other users;
- Provides user reports and other statistical summaries as required to the Director, WARC;
- Determines the potential users of the WARC, and promotes its use to these audiences; and,
- Represents WARC and ARI on committees as determined by the Director, WARC.

2. Manages equipment and resources of the Western Arctic Research Centre

- Manages WARC resources, including personnel, buildings, vehicles and equipment;
- Manages and oversees the provision of WARC facilities and equipment to ensure that visiting scientists are provided appropriate accommodations and laboratory space, and are issued all necessary scientific, logistical and communications equipment for their work;
- Manages the maintenance, repair and acquisition of all WARC equipment (logistical, communications, vehicles, and field equipment);
- Directs technical staff and/or outside contractors as they maintain equipment and conduct field work;
- Ensures that a comprehensive inventory of all equipment and materials are kept and assesses requirements for new equipment and materials;
- Develops proper maintenance and administrative procedures compatible for the needs of WARC and ARI;
- Controls and authorizes expenditures of funds within delegated financial authority in order to maintain WARC facilities and equipment;

3. Ensures safe operations at the Western Arctic Research Centre

- Develops and implements field safety procedures and protocols for WARC staff and researchers, including emergency response protocols;

- Supervises the implementation of the journey management process and reporting for WARC staff field operations
- Ensures that field safety and communications equipment are kept operational;
- Ensures that WARC staff receive adequate training to do their jobs safely;
- Reviews the safety and journey management plans for field research groups;
- Maintains logs and records of safety drills, safety training, and routine maintenance; and,
- Ensures all WARC facilities and equipment meet Occupational Health and Safety requirements.
- Supervises in coordination with the Director, WARC the implementation of on-call safety reporting and check-ins for WARC staff, researchers and research teams while in the field.

4. Supports knowledge sharing, outreach, research and education programs in the Western Arctic Research Centre

- Establishes and maintains close working contacts with research managers, scientists, and partner organizations;
- Provides advice and information about the western Arctic region to enable scientific projects to be carried out most effectively; Hosts visiting scientific and other parties, conducts tours of the centre's facilities, and attends management meetings and courses;
- Facilitates meetings and information exchange between regional/community organizations and visiting researchers.
- Acts as a local resource person for inquiries on matters of scientific interest;
- Creates opportunities for regional residents to interact with the research community, including guest lectures, open houses, and student /youth training opportunities;
- Supports Aurora College staff and contractors in their undertaking of scientific research and data collection;
- Provides assistance with science outreach and knowledge mobilization in regional public schools.

WORKING CONDITIONS

Physical Demands

The duties may involve fieldwork, 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 techniques and approaches to northern research.

Environmental Conditions

The incumbent is faced with constant interruptions and must meet on a regular basis with others.

Sensory Demands

In addition to the regular workload, the incumbent is expected to constantly meet with others, conduct interviews and discuss potential projects and/or issues. The incumbent must spend long hours in intense concentration of both a technical and an interpersonal nature. The

incumbent must be especially adept at listening to, and understanding, others from a variety of cultural backgrounds.

Mental Demands

The incumbent is faced with significant mental demands stemming from the need to communicate with others on a regular and ongoing basis. Stress may result from the need to balance community needs and aspirations associated with the conduct of science. In addition, stress may result from on-call duties and obligations pertaining to safety protocols and check-ins from WARC staff, researchers and research teams being in the field. The incumbent may also be involved in reconciling public perceptions of scientific research.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge in natural, physical or environmental science.
- Experience in project management.
- Knowledge of research design, research methods and statistical analysis is required.
- Demonstrated knowledge in implementing and managing research projects in both laboratory and remote field settings.
- Demonstrated experience implementing research programs in remote field settings.
- Knowledge, experience and understanding of working in a cross-cultural environment.
- Ability to review and objectively assess research projects run by visiting and local researchers.
- Strong local knowledge of land use and travel
- Experience in budgeting, accounting and financial management.
- Strong interpersonal skills, management skills and practices.
- Skills in supervision of technical, administrative and scientific personnel are required.
- Planning and problem-solving skills in order to prioritize a number of competing operational requirements.
- Strong communication skills, both written and verbal.
- Ability to plan and facilitate meetings.
- Ability to use Microsoft Office, e-mail, Internet, and basic office equipment.
- Leadership, management, organizational and team building skills.
- Independent and innovative with the ability to take on new challenges.
- Able to take on new challenges and situations.

Typically, the above qualifications would be attained by:

- A related Diploma or Technical Degree, plus 7 -10 years related experience working in a northern environment.
- Detailed knowledge of the regional geography, typically obtained by 7-10 years of experience in the Western Arctic region (particularly during travel by snowmobile, boat or helicopter).
- Outdoor technical/safety skills typically developed by 7-10 years working in remote field settings.
- Small motors repair skills, typically obtained by 5-7 years owning or working with snowmobiles, outboard motors, chainsaws, etc.
- A valid Class 5 Driver's License.
- A valid firearms Possession and Acquisition License (PAL)

- A valid Pleasure Craft Operator's Card
- Valid Advanced Wilderness First Aid certification
- Three years' experience in supervision of staff
- Three years' experience implementing research programs in remote field conditions

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