



## IDENTIFICATION

Department	Position Title	
Aurora College	Innovate Centre Manager	
Position Number	Community	Division/Region
91- 16036	Inuvik	Research Division

## PURPOSE OF THE POSITION

The Innovate Centre Manager is responsible for the day to day operation of the Innovate Centre. The Innovate Centre Manager develops and delivers programming, training, and workshops to clients and the public. The Manager seeks opportunities to bring new technologies to maximize the utility of the centre for clients and their businesses. The Manager develops partnerships and programs to improve outcomes for centre clients and users and supports clients in the development of applied research programs that further their manufacturing and production goals. The Manager directs centre staff in the maintenance and operation of the centre and provides oversight and training on the use and utility of all centre equipment and resources.

## SCOPE

The Innovate Centre Manager is located in Inuvik and reports to the Manager, Technology and Manufacturing. This position is responsible for the day to day operation of the Innovate Centre and works in collaboration with its partners and clients to develop Innovate Centre programs.

The Innovate Centre is a manufacturing facility with a mandate to support access to fabrication technologies and services in the Beaufort Delta. The Innovate Centre provides training, technical support, and applied research services with micro-manufacturing tools including equipment for 3D printing, CNC milling, laser cutting/engraving, wood working, vinyl cutting, silk screening, and a fully equipped carpentry shop.

Working under the strategic direction of an advisory board, the Innovate Centre Manager sets direction for the Centre's programming and is responsible for a base budget of \$370,000 and estimated 3<sup>rd</sup> Party project budgets of \$300,000 annually. The Innovate Centre Manager and has a signing authority of \$10,000.

The Manager plans, develops, and monitors projects and training opportunities delivered at the Innovate Centre in Inuvik and Beaufort Delta Communities. This includes workshops, short courses, public events, and new program elements. The Manager identifies, seeks out, and solicits funding to support the Centre's initiatives.

The Manager develops applied research programs in partnership with Innovate Centre clients and conducts, evaluates, and manages research projects to pursue competitive funding in support of client research needs.

The Manager ensures that the centre produces significant economic benefit within the region through client use of the centre. The Manager ensures the sustainability of the Innovate Centre through the generation of revenues from training, access, and delivery of services.

The Manager provides leadership to the Innovate Centre team in the delivery of programming offered at the centre. The Manager has 3 direct reports and 1-2 casual/grant funded staff each year. The Manager is responsible for administration and supervision of contract/casual staff and performing budgetary functions. The Manager is responsible for producing a variety of written reports and proposals. The Manager oversees the Centre's Occupational Health and Safety (OHS) policies and procedures and supports the education and training of centre staff and users on the safe and proper use of equipment available at the centre.

## **RESPONSIBILITIES**

### **1. Manages the operation of the Innovate Centre.**

- Supervises 3-5 shift-worker staff involved in the delivery of centre programming;
- Plans, manages, and reports on the centre budget;
- Seeks funding and program delivery opportunities that expand the value of the centre to its clients;
- Develops and revises the Innovate Centre operational policies and procedures;
- Develops and supervises centre training and safety processes;
- Manages centre resources and equipment;
- Oversees development and implementation of long and short-term preventative maintenance plans, training, and inspections for all equipment and tools including carpentry, metal working, and manufacturing equipment;
- Trains staff and clients on the safe use and maintenance of all equipment in the centre;
- Locates suppliers and orders equipment, parts, and supplies;
- Seeks out and manages the delivery of outreach and marketing opportunities for the Innovate Centre; and
- Evaluates new equipment requested by centre clients.

### **2. Works with partners and clients to develop Innovate Centre programs.**

- Implements direction from board to establish Innovate Centre operational plan;
- Collaborates with partners and clients to develop Innovate Centre programs;
- Identifies key resources and equipment required to meet Innovate Centre Works with partners to identify and access supports for Innovate Centre clients;
- Develops and revises the Innovate Centre annual operational plan;

- Manages and reports on centre activities, milestones, and key performance indicators to Innovate Centre Board and partners;
- Collects and reports quarterly on Innovate Centre metrics, including feedback from users and stakeholders;
- Collaborates with partners and industry to create entrepreneurial opportunities for clients; and
- Prepares budgets and reports for the Innovate Centre board, funders, and Aurora College leadership.

**3. Oversees the delivery of supports to Innovate Centre clients and public in the development of their products and skills.**

- Supervises and provides design and manufacturing equipment support to clients;
- Helps centre users develop and produce their products by providing technical input and creative support into client designs;
- Develops training including lesson plans for workshops, courses, and other events;
- Develops training materials using a variety of media including video, print, and technology based;
- Monitors and delivers training, workshops, and other events;
- Builds relationships with artists and retailers;
- Provides tours, events, and information for the public; and
- Leads Innovate Centre involvement in regional digital literacy and technology mobilization initiatives.

**4. Leads the development of applied research programs with Innovate Centre clients.**

- Researches and develops recommendations and best practices for use of equipment and materials;
- Develops research programs focused on northern materials and techniques;
- Supports and leads applied research identified by clients and the centre;
- Develops new applications and uses for existing equipment;
- Leads funding applications for centre initiatives; and
- Supports funding applications in collaboration with industry partners.

**5. Represents the Innovate Centre on arts, technology, and manufacturing initiatives on behalf of Aurora College and Innovate Centre clients.**

- Participates in forums, committees, and working groups within the arts, makerspace, and manufacturing sectors;
- Represents Aurora College's Technology Access Centre nationally as a part of the Tech Access Canada network;
- Is the public facing representative of the Aurora College Technology Access Centre; and
- Reports quarterly to the Innovate Centre board and Federal Government's Natural Sciences and Engineering Research Council for the continuation of program funding.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent will require lifting boxes weighing 30 – 50 lbs., for one hour approximately three times per week. The incumbent completes minor repairs, often in awkward positions. Extended work hours and weekend work will be required to meet the needs of the facility.

### **Environmental Conditions**

The incumbent will experience exposure to shop hazards. Personal protective equipment will be available. The incumbent must work in a noisy, open area. The incumbent must demonstrate a great deal of safety awareness and general awareness of his/her environment.

### **Sensory Demands**

The incumbent will experience moderate levels of intensity of 2 or more of the 5 senses required to accomplish activities. Most commonly found in shops and trades positions.

### **Mental Demands**

The incumbent will require some travel. For example, travel to equipment manufacturers to learn new operation, safety, and maintenance procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge and experience in Do-It-Yourself and maker field and/or advanced manufacturing and/or rapid prototyping with equipment like 3D printers, laser engravers, CNC milling machines, silk screening, and/or other manufacturing equipment.
- Experience with design software including 3D Design (CAD), and graphics design (Corel Draw or Adobe Illustrator) for use with micro-manufacturing equipment.
- Experience supervising technicians and support personnel in the operation and maintenance of a shop, laboratory, or other technical environment.
- Experience planning, managing, and reporting on multiple budgets and initiatives.
- Excellent interpersonal, communication, and presentation skills.
- Creative, strategic, and analytical thinker with the ability to manage multiple projects.
- Capable of working independently.
- Demonstrated knowledge in designing, implementing, and managing projects.
- Knowledge and experience in project assessment and evaluation.
- Knowledge, experience, and an understanding of working in a cross-cultural environment.
- Demonstrated experience in delivery of educational programming.
- Strong interpersonal skills, management skills, and practices.
- Experience building and maintaining collaborative partnerships.
- Experience in proposal writing process and working in partnership with other service agencies to deliver programs.
- Ability to think creatively, critically, and analytically for program innovation, expansion, problem resolution, strategic planning, researching and organizing.
- Excellent oral and written communications skills.
- Demonstrated leadership experience.
- Demonstrated experience developing marketable products using micro-manufacturing equipment.
- Experience with laboratory and shop safety procedures and training.
- Experience developing learning materials and instructing workshops, short courses, or other training sessions.
- Extensive knowledge of Occupational Health and Safety regulations.

- Knowledge of equipment maintenance systems, processes, and preventative maintenance programs.
- Knowledge of inventory control systems, processes, and part ordering methods.
- Independent and innovative with the ability to take on new challenges.
- Must be able to work in a team environment.
- Self-motivated and able to motivate others.
- Ability to use Microsoft Office, e-mail, Internet, and basic office equipment.
- Demonstrated administrative competence.
- Sound knowledge of Northern Canada.
- Experience with small-run manufacturing of arts, crafts, and retail goods using a range of equipment and manufacturing processes.

**Typically, the above qualifications would be attained by:**

- A degree in technology, machining, manufacturing, or related field.
- 7 years of experience in a prototyping or manufacturing environment including the use of 3D printers, laser engraving, Computer Numerical Control (CNC) milling, lathes, silk screening, and/or other small scale manufacturing and shop equipment.

Equivalent combinations of education and experience may be considered.

**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