



## IDENTIFICATION

Branch	Position Title	
Aurora College	Director, Research Services	
Position Number	Community	Division/Region
91-16866	Inuvik	Research Services / Beaufort Delta

## PURPOSE OF THE POSITION

The Director, Research Services (Director) provides leadership for the Division of Research Services across Aurora College. The Director is responsible for the coordination and oversight of the activities of the Research Services Division, which includes responsibility for research administration, research integrity, institutional research compliance, partnership development, and knowledge mobilization initiatives. The Director develops and maintains an academic culture that relies on both research and research-driven instruction. The Director's role is central to Aurora College's transformation to a polytechnic university and the continued success of the polytechnic university once established.

The Director establishes regulatory systems and services related to research, and monitors their effective implementation to ensure the integrity, compliance, and high academic standards for approved research initiatives. Through their leadership of the Research Services Division, the incumbent supervises the management of research services, including grant administration, ethical review, animal care, and research data management. The Director also oversees and facilitates administrative and regulatory support for new and existing research. The Director ensures that the essential and necessary supports are in place so that faculty, staff, and researchers can meet Tri-Agency integrity and compliance requirements, and that all approved research activities comply with all relevant policies and regulations.

Working closely with the Vice President, Research and Innovation, the Director will advance research and research development, and promotes the development of research capacity. This will include capacity development and training initiatives that support exceptional research and scholarship with faculty, staff, and students, and across the NWT. The Director is also responsible for developing comprehensive strategic plans for the College's Research Services Division, supporting institutional planning where necessary and helping to meet identified targets as required.

The Director will oversee the timely, accurate, and comprehensive reporting of all research activities to regulatory bodies and funding agencies. The incumbent will identify and implement effective and efficient ways of monitoring, tracking, and reporting information related to institutional research activities. The Director is responsible for developing and maintaining research administration systems, such as those for Research Ethics and Animal Care, and for tracking and reporting data related to institutional research activities at the end of funding and budget cycles.

The incumbent fosters and actively pursues research relationships with federal, territorial, Indigenous and community governments, as well as other private, public, and non-governmental research partners. They support and develop engagements with Northern research networks, the Circumpolar research community and national funding agencies. The Director also facilitates knowledge mobilization initiatives undertaken by Aurora College, including the communication of research activities and results to funders and research partners.

## **SCOPE**

Located at the Aurora Campus in Inuvik, the Director will report to the Vice-President, Research and Innovation, and will manage divisional direct and indirect reports. The Director leads the Research Services Division, which is housed within the Research and Innovation Branch of Aurora College, the only public post-secondary institution in the Northwest Territories. The Research and Innovation Branch advances the territory's research capacity by establishing clear direction and processes to support research and innovation.

The Director will provide leadership and management of Research Services across the institution to ensure that all approved research and teaching activities comply with both institutional policies related to research and national research standards. This includes policies and standards related to research administration, integrity in research, intellectual property, data management and research reporting. The incumbent will also supervise the administration of research with a significant emphasis on overseeing the compliance of research projects and research-related activities.

The Director will ensure that the institution and its researchers comply with the Tri-Agency Framework for the Responsible Conduct of Research (RCR, 2021), and that Aurora College remains current with the evolving requirements of the RCR framework. This includes responsibilities and policies for researchers and the institution with respect to research integrity, financial administration and the regulatory requirements for certain types of research. Regulatory requirements include national standards such as the Tri-Council Policy Statement for Ethics Conduct for Research Involving Humans-TCPS 2 (2018) and the Animal Care Policies and Guidelines that apply to research conducted on animals.

The Director will oversee research development services and is expected to promote the inclusion of research in strategic initiatives and identify ways to promote research throughout the institution. The Director will establish strategic direction in matters related to research services at Aurora College and ensures research as an essential component of the polytechnic university.

The Director shares the responsibility for the oversight of research data management with the Chair, Libraries & College Librarian which includes research data management services, research data management plans and the development of an institutional research data strategy to ensure compliance with Tri-Agency requirements.

The Director will oversee reporting for approved research projects and be accountable for the timely communication of research reporting to funding agencies. The incumbent will also track information related to research funding, research projects, and project outcomes, to maintain an institutional record of research-related activities and to ensure that accurate and complete data is reported to research funding agencies.

The Director oversees services related to knowledge mobilization and oversees the development and provision of supports for sharing knowledge and research results.

The Director oversees the on-going provision of capacity development services and training programs related to research for Aurora College staff and students. The Director supervises research service provision to partners such as Research Associates, Indigenous research organizations, and the NWT research community.

The Director will work closely with senior officials in the federal, territorial, and Indigenous governments and will also promote the Aurora College research priorities by maintaining relationships with research funding agencies, research initiatives, and colleagues at other post-secondary institutions.

The Director facilitates a positive and inclusive team environment for Research Services staff and establishes common expectations and high standards for research excellence.

This position is governed by a range of legislation, strategies, and plans, including the *Post-Secondary Education Act*, the *Aurora College Act* and the *NWT Scientist's Act*, as well as the *College's Strategic Plan and Academic Plan*.

## **RESPONSIBILITIES**

### **1. Leads and manages the Research Services Division.**

- Leads the administration of institutional research.
- Facilitates and oversees research services at Aurora College.
- Advises on the daily aspects of research administration and research compliance processes.
- Oversees the development of research activities at Aurora College .
- Oversees reporting on research activities at Aurora College.
- Leads and directs the design, development, and implementation of research services for Aurora College.
- Provides direction and support to research faculty, students, and partners regarding research administration, compliance, and regulatory requirements.

- Provides supports to enable research projects to meet all regulatory and funder requirements.
- Oversees funding from a diverse range of sources as well as developing and monitoring the research budget for Research Services.
- Manages internal award adjudication processes.
- Participates on Aurora College committees, teams, and task forces as required.

**2. Oversees compliance of institutional research activities with the requirements of national policy standards, research funding agencies, and professional associations.**

- Ensures that research funds are appropriately allocated following the stipulations of various funding agencies and organizations, including the Tri-Agencies (the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council, and the Social Sciences and Humanities Research Council).
- Ensures institutional compliance with the Tri-Agency Framework for the Responsible Conduct of Research (2021).
- Reports on the Responsible Conduct of Research for Aurora College.
- Administers and oversees research policy development to ensure institutional compliance with research administration, integrity, and regulatory requirements for certain types of research as identified by the Tri-Agencies.
- Develops, applies, and maintains institutional standards for the ethical conduct of research involving human subjects, as outlined in the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS2).
- Develops, applies, and maintains institutional standards for the ethical conduct of research involving animal subjects, as outlined in the Canadian Council on Animal Care Policies and Guidelines.
- Ensures that compliance to research standards is maintained to meet national policy standards and the requirements of research funding agencies .
- Ensure institutional compliance with the principles of Indigenous research and self-determination in both research and data management.
- In collaboration with Research Services staff, review existing research-specific policies/procedures and develop new policies/procedures as required.

**3. Develops, facilitates, and sustains research partnerships.**

- Develops and maintains productive working relationships with partner institutions as well as other divisions of Aurora College.
- Establishes strong research partnerships with research managers, researchers, and partner organizations.
- Seeks opportunities for institutional researchers to engage in joint research initiatives with both internal and external partners.
- Sustains and fosters partnerships that support collaborative research projects, knowledge mobilization, knowledge transfer, and innovation.
- Manages third party contracts and agreements.
- Assists with the negotiation of partnership agreements with other educational institutions, and ensures agreements are appropriately implemented and closely monitored.
- Expands and promotes research opportunities.

**4. Ensures the Research Services Division provides ongoing capacity development services, training, and programs to support institutional researchers**

- Supports capacity development in research for faculty, students, and research partners at Aurora College through training programs, outreach, and professional development.
- Develops, reviews, and provides feedback on proposals to enhance current research programming.
- Supports the development of exceptional research and scholarship.
- Expects and maintains high research standards while promoting academic integrity.

**5. Communication of research activities and results.**

- Provides regular updates regarding research projects to funding agencies, the College community, and other parties.
- Promotes awareness of research happening at the College beyond the institution.
- Leads and oversees the services to support knowledge mobilization activities related to research.

**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**

- Knowledge of leadership, motivational theory, and effective practices; team building, relationship building with faculty, staff, and students; success in a multi-layered organization; networking.
- Knowledge of organization and structure of colleges; post-secondary systems, program development and planning.
- Knowledge of northern and post-secondary research trends and funding programs.
- Knowledge of national research regulations.
- Knowledge of federal, provincial, and regional research and development initiatives.
- Knowledge of research methods, research project development and implementation, needs assessments, and program evaluation and management.

- Knowledge of research administration and development of research programs.
- Knowledge of Human Resource practices and the ability to mentor and evaluate staff.
- Knowledge of financial administration, generally accepted accounting principles and budget preparation, and the ability to monitor variances and implement required budgetary controls and/or corrective action.
- Knowledge of, and/or the ability to acquire and apply knowledge of the NWT research, and industrial development regulatory processes, the various agencies, boards and government departments, the permits they issue, and legal requirements to obtain them.
- Knowledge of, and/or the ability to acquire knowledge of the social, political, and cultural environment as it affects research, innovation, technology development, and education in the NWT along with Indigenous Land Claims and Self-Government initiatives.
- Skills relating to administering research regulations.
- Skills relating to research program design and management.
- Interpersonal skills, management skills and practices.
- Computer skills with an extensive working knowledge in Microsoft Office and database programs.
- Planning and problem-solving skills to conduct operational requirements.
- Verbal, written and interpersonal communication skills required to arrange and facilitate meetings and workshops, establish partnerships, prepare proposals, and write technical and plain language reports.
- Organizational skills including project and program planning, leadership and delivery.
- Ability to create and sustain working partnerships with diverse organizations.
- Ability to work effectively with Indigenous communities and organizations.
- Ability to negotiate and attract third party investment to expand program and service delivery.
- Ability to commit to 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:**

PhD in a relevant field and eight (8) years of research project management including three (3) years of experience managing people and resources.

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:** Select Language

Required

Preferred