



IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Research Data Management	
Position Number	Community	Division/Region
91-16867	Inuvik	Education and Training / Beaufort Delta

PURPOSE OF THE POSITION

The Manager, Research Data Management is responsible for ensuring that all compliance requirements related to research data management are met by Aurora College, and is responsible for the policies and procedures governing research data management. This position is also responsible for training and professional development activities related to research data management for Aurora College faculty, staff, students, and partnered researchers.

SCOPE

Located in Inuvik, the Manager, Research Data Management (Manager) reports to the Chair, Libraries and College Librarian (Chair), and oversees the development, application, and maintenance of institutional policies and procedures that are relevant to research data management in various programs taking place at multiple research sites, including Aurora College's three campuses located in Inuvik, Yellowknife, and Fort Smith. The Manager provides leadership in support of research data management at Aurora College in conjunction with the offices of Research Services, Research Ethics and Aurora College Libraries. and is therefore responsible for the development of all aspects of research data management at Aurora College, including data compilation, storage, curation, accessibility, sharing, and reuse. The Manager will lead the development of the Aurora College research data management strategy and will also oversee the development and implementation of institutional research data management policies and procedures that comply with the Tri-Agency Research Data Management Policy.

The Manager promotes education and training related to all aspects of research data management at Aurora College, and provides support and guidance to faculty, staff, students, and partnered researchers with respect to research data management.

The Manager leads the administration and application of institutional policies and national standards related to research data management. The Manager will lead the development of an institutional research data management strategy, and work to develop the relevant internal policies and procedures for research data curation, de-identification, and repository deposit. The incumbent will ensure that approved research activities taking place at Aurora College meet the requirements of both internal policies and as well as national standards and regulations (i.e., the Tri-Agency Research Data Management Policy).

The incumbent ensures that research data are managed properly and ethically and communicates compliance requirements to members of Aurora College and the broader NWT research community. The Manager therefore provides advice, guidance, and support on research data management policies and protocols to Aurora College faculty, staff, students, and research partners.

The Manager will participate in external networks in order to ensure that research data management at Aurora College meets nationally accepted standards, and that the systems and tools used to manage institutional research data remain up-to-date.

This position is governed by a range of legislation, strategies, and plans, including the *NWT Scientists' Act*, the *Post-Secondary Education Act*, the amended *Aurora College Act*, as well as the *College's Strategic Plan* and the *Strategic Mandate*. It is also informed by nationally accepted research regulations and guidelines as established by relevant agencies, such as the Tri-Agencies.

This position is responsible for an annual budget of \$200,000, plus funding from third-party projects, with a signing authority of \$25,000.

RESPONSIBILITIES

1. Administer and apply institutional policies on research data management.

- Lead the development of an institutional research data management strategy that complies with Tri-Agency requirements.
- Apply knowledge of data management/stewardship requirements and processes to develop institutional policies and/or procedures that are in accordance with national standards and ethical, legal, and commercial obligations.
- Ensure that research data management policies and procedures for the institution align with FAIR principles.
- Ensure that research data management policies and procedures for the institution align with Indigenous partner's data governance models or CARE principles.
- Develop procedures and systems to ensure that sensitive research data (e.g., health-related data) is stored in a way that ensures participant confidentiality.
- Continuously review current literature and legislation related to research data management, and update institutional policies and procedures as necessary to ensure compliance and acceptable standards.

- Lead and develop research data management initiatives across the research lifecycle, including for data creation, processing, analysis, preservation, access, and reuse.
- Promote best practices for research data management that leverage tools and community expertise for data management planning and Data Archiving: e.g., Federated Research Data Repository (FRDR), Portage DMP Assistant, and Scholars Portal Dataverse.

2. Coordinate and administer institutional data management and sharing.

- Ensure that all research projects meet the data storage, sharing, and accessibility requirements and standards of the federal Tri-Agencies and other research funders.
- Address the backlog of research data belonging to Aurora College that requires proper long-term storage and guidelines for sharing and accessibility.
- Respond to requests for data sharing, in collaboration with the appropriate institutional researchers.
- Communicate and collaborate effectively with all Aurora College researchers, and members of the Research Services, Information Technology, and Library Divisions to manage institutional research data.
- Maintain awareness of improvements/changes to best practices in research data management in order to provide timely advice and guidance to Aurora College researchers, faculty, and research partners.
- Collect data and information regarding research data management initiatives at Aurora College and provide as needed to support institutional record-keeping and reporting.

3. Provide services, training, and support regarding research data management.

- Communicate regulatory/funder requirements re: data management to faculty and affiliated researchers.
- Facilitate, advise, and support the data management planning process for Aurora College faculty, staff, students, and research partners.
- Offer input and advice on the selection and use of software systems, devices, and vendors.
- Advise Aurora College researchers, faculty, and research partners on the selection of appropriate data repository services/platforms that securely preserve, curate, and provide appropriate access to research data.
- Facilitate training opportunities for faculty, students, and research associates to support their data management plans and ensure regulatory/funder compliance.
- Develop and lead training opportunities on data management for institutional faculty and students.
- Provide advice and information about data management concerns, procedures, considerations, and legal issues to internal researchers (faculty, staff, students, research associates, and research partners) and research partners.

4. Promote and represent the institution

- Represent the institution at meetings and on committees as determined by the Director, Research Services.
- Attend Digital Research Alliance of Canada activities and webinars to keep up to date with changes in the national research data management policy network.

- Participate in other external networks as needed to ensure that institutional research data management protocols, systems, and tools continue to meet nationally accepted standards and remain up to date.

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 scholarly publishing / scholarly communications.
- Leadership ability to develop research data management initiatives across the research lifecycle.
- Knowledge of and application of knowledge relating to external (third-party) resources and supports for researchers, including those related to information literacy, research data management, and data storage (e.g., online portals and databases).
- Knowledge of relevant sources of information related to data management.
- Demonstrated understanding of disciplinary research cultures including scholarly communication, publishing trends, and the corresponding needs of faculty and researchers.
- Knowledge of the changing role of academic libraries in higher education and an ability to envision innovative and creative methods of integrating and employing digital technologies.
- Knowledge of data management theory and practices for the selection, collection, analysis, and use of information generated internally and externally.
- Knowledge of emerging issues in Canadian and international research policy that impact research data management, such as Indigenization and Indigenous data sovereignty; equity, diversity, and inclusion; and open science.
- Skills relating to web technologies and content management systems.
- Skills relating to advancing scholarly communications initiatives or new programmatic areas and engaging stakeholders in these developments.
- Skills relating to metadata standards and formats used in research (e.g. Dublin Core, DDI, DOI, ORCID).
- Skills relating to institutional, data, or subject repository systems (e.g. Dataverse, DSpace).
- Skills relating to implementing data management solutions

- Project management skills and ability to balance work priorities.
- Ability to create metadata and work with digital repositories.
- Ability to work under pressure and to display good judgment, diplomacy, and flexibility.
- Interpersonal skills to work closely with community and territorial organizations on topics related to research data management.
- Verbal, written, and interpersonal communication skills to arrange and facilitate meetings and workshops, establish partnerships, prepare proposals, and write technical and plain language reports.
- Ability to work collegially and effectively with a diverse population of colleagues, faculty, staff, and students.
- Planning and problem-solving skills to conduct operational requirements.
- Innovative with the ability to take on new challenges.
- 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:

An ALA accredited Master's degree in Library and Information Science or Information Management, and three (3) years of experience working in library and information science, data archiving, or data management, that also includes one (1) year of supervisory, or team lead 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: Select Language

Required
 Preferred