| Department | Position Title | |
|---|---|---|
| Aurora College | Manager, Animal Care | |
| **Position Number** | **Community** | **Division/Region** |
| 91-16870 | Fort Smith | Research Services |

## PURPOSE OF THE POSITION

The Manager, Animal Care (Manager) is responsible for ensuring that all compliance requirements related to the ethical and humane use of animals in research and teaching are met by Aurora College faculty, staff, and partnered researchers. The incumbent is responsible for the policies and procedures governing the use of animals in research and teaching, and is also responsible for training and professional development activities related to animal care 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 animal care in research and education programs taking place at multiple research sites, including Aurora College's three campuses located in Inuvik, Yellowknife, and Fort Smith. The Manager oversees and administers the Aurora College Animal Care Committee, and ensures institutional compliance with animal care requirements and regulations by reviewing research proposals, protocols, and practices.

The Manager promotes education and training related to the ethical, humane use of animals in research and teaching at Aurora College, and provides support and guidance to faculty, staff, students, and partnered researchers with respect to the use of animals in research and education.

## SCOPE

Located in Fort Smith, the Manager, Animal Care reports to the Director, Research Services. This position is responsible for an annual budget of $195,000, 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 research and teaching involving animals. The incumbent will lead the institutional process to apply for a Certificate of Good Animal Practice (GAP) and will complete all required activities and reporting requirements to maintain institutional GAP certification. The incumbent will also ensure that research and teaching activities that receive approval from the institutional Animal Care Committee meet the requirements of both internal policies and national regulatory standards (i.e., the Canadian Council for Animal Care policies and guidelines).

The incumbent ensures the ethical and humane use of animals in research and teaching 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 will use animals in research and teaching.

This position is governed by a range of legislation, strategies, and plans, including the Canadian Council for Animal Care policies and guidelines, the *NWT Scientists' Act,* the *Post-Secondary Education Act*, the *Aurora College Act*, as well as the *Aurora College 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 the use of animals in research**
   - Lead the institutional application for Good Animal Practice certification to support the ability of Aurora College to conduct research involving animals
   - Ensure research practices regarding the use of animals are in alignment with Good Animal Practice certification requirements
   - Apply knowledge regarding the use of animals in research and teaching to develop institutional policies/procedures that are in accordance with national standards
   - Continuously review and integrate current literature and legislation related to the use of animals in research and teaching, 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 the use of animals in research and teaching
   - Oversee and inspect approved research activities where animals are used to ensure the ethical and humane treatment of the animals

2. **Oversee, coordinate, and administer the Animal Care Committee (ACC)**
   - Ensure that all research receiving approval from the ACC meets the standards for the use of animals in research, in accordance with the requirements of the federal Tri-Agencies, other research funders, the Canadian Council for Animal Care, and applicable legislation

- Coordinate the animal care review process for internal and external applicants, including those legislated to use the Aurora College ACC as their review agency
- Process applications to the ACC and oversee correspondence on behalf of the committee
- Maintain records related to the ACC, 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 the use of animals in research**
- Advise and inform the Aurora College ACC, faculty, staff, students, and research partners regarding ethical concerns, procedures, considerations, and legal issues related to the use of animals in research and teaching
- Provide advice and information about ethical concerns, procedures, considerations, and legal issues related to the use of animals in research to the Aurora College Research Ethics Committee, internal researchers (faculty, staff, and students), and research partners
- Facilitate training opportunities for the institutional ACC to enable the committee to effectively review research projects and meet their obligations as a review body
- Develop and lead training opportunities on animal care for institutional faculty, staff, students, and research partners
- 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 Council on Animal Care (CCAC)**
- Monitor, track, and compile information about the institutional use of animals in research and teaching
- Complete all reporting requirements in a timely fashion
- Update and revise institutional guidelines and policies as needed to maintain annual membership in the CCAC
- Attend meetings and monitor correspondence

## WORKING CONDITIONS

### Physical Demands

The position requires the incumbent to work both in an office as well as a laboratory environment. The incumbent may also have to work outside at times.

### Environmental Conditions

There are no unusual environmental conditions.

**Sensory Demands**

There are no unusual sensory demands associated with this position.

**Mental Demands**

Travel within and outside of the Northwest Territories may be required as part of the role.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of animal care administration and review processes
- Demonstrated knowledge and academic background in the animal or biological sciences
- Extensive knowledge of research methods in the animal or biological sciences
- Experience in research, both in 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 wildlife research priorities 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 meet 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 are required to work closely with community and territorial organizations on topics related to animal care
- Advanced computer skills with an extensive working knowledge of 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 relevant field
- 5 years' experience in research project management
- Proven experience conducting or participating in animal care committee 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