



## IDENTIFICATION

Department	Position Title	
Aurora College	Facilitator, Research Development	
Position Number	Community	Division/Region
91-16871	Yellowknife	Research

## PURPOSE OF THE POSITION

The Facilitator, Research Development (Facilitator) is responsible for developing, supporting, facilitating, and expanding research activities at Aurora College. In addition, the Facilitator is responsible for training and professional development activities related to research grant development and writing. Aurora College is also transforming into a polytechnic university and the expansion of northern research will play a key role in the success of the polytechnic university.

The Facilitator will support the development of new research activities, and the expansion of existing research activities, across Aurora College's three campuses in Inuvik, Yellowknife, and Fort Smith. The Facilitator will identify funding opportunities to support Aurora College research, communicate funding opportunities to relevant parties, and support the development of competitive funding proposals. The incumbent will work with Aurora College faculty, staff, and partnered researchers to identify new research directions, projects, and initiatives. The incumbent will also support the expansion of current and on-going research at Aurora College by identifying potential sources of funding and facilitating new partnerships and connections among members of the Northwest Territories (NWT) research community.

The Facilitator promotes education and training related to research grant development and writing at Aurora College, and provides support and guidance to faculty, staff, and partnered researchers with respect to proposal development, grant writing, and the grant submission process.

## **SCOPE**

Located in Yellowknife, the Facilitator, Research Development, reports to the Director, Research Services.

The Facilitator provides information, guidance, and strategic direction to Aurora College faculty, staff, and partnered researchers in matters related to research development and proposal writing. The Facilitator supports the development, expansion, and continuation of research projects and initiatives at Aurora College by supporting the design, development, and writing of competitive funding proposals. The incumbent ensures the integrity of research undertaken by Aurora College researchers by reviewing funding applications prior to submission, ensuring completeness, and providing feedback and suggestions for improvement. The Facilitator also supports the development of proposal writing skills among Aurora College researchers by facilitating and delivering suitable training and professional development activities. The incumbent also serves as a point of contact for Aurora College researchers, funding agencies, and other post-secondary institutions in matters related to research development and competitive funding for research.

Through their work, the Facilitator will foster an institutional culture that prioritizes research, discovery, and innovation, promote the inclusion of research in the College's strategic plans, and promote research-driven instruction at the institution. The incumbent will work closely with Aurora College faculty and researchers, as well as with members of the Research Services team, particularly the Manager, Community and Indigenous Partnerships, and the Manager, Industry Research Partnerships.

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

## **RESPONSIBILITIES**

### **1. Maintain up-to-date knowledge and information about major research funding agencies, funding calls, and the application processes.**

- Monitor and review funding programs, calls, and announcements from major research funding agencies, such as the Tri-Agencies and Mitacs.
- Attend information and training sessions offered by major research funding agencies.
- Create information resources for Aurora College researchers that outline the application process and important milestones/deadlines for funding applications.
- Maintain an up-to-date institutional website containing information about funding calls and funding agencies.
- Compile information about funding calls and communicate to Aurora College faculty, staff, students, and partnered researchers, as applicable.
- Maintain a calendar of important dates and submission deadlines, and communicate to Aurora College faculty, staff, students, and partnered researchers, as applicable.

**2. Support institutional researchers and partner organizations as they develop competitive grant funding proposals.**

- Provide advice and guidance to Aurora College faculty, staff, and partnered researchers as they design research projects and proposals.
- Advise Aurora College researchers on issues related to proposal development, such as project management, timelines, funding eligibility, data sharing, and publication credit.
- Provide advice and suggestions regarding potential sources of funding to support research proposals.
- Review research grant funding applications prior to submission, ensure their eligibility, and provide feedback and suggestions to improve their competitiveness.
- Perform internal quality control of research grant funding applications prior to submission and adjudicate applications if/when necessary.

**3. Coordinate external grant applications for Aurora College researchers.**

- Receive all files for research grant funding applications in advance of the submission deadline.
- Ensure that research grant funding applications are complete and meet the requirements for submission.
- Submit research grant funding applications on behalf of Aurora College.
- On behalf of Aurora College researchers, act as a first point of contact with funding agencies in matters related to research grant funding submission, review, and adjudication.

**4. Develop and facilitate training related to research grant proposal writing.**

- Develop and lead training opportunities on research grant proposal writing for institutional faculty, staff, and research partners.
- Develop and lead training opportunities on research grant proposal writing for external groups in the NWT as appropriate, including Indigenous and community researchers and organizations.

**5. 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.

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands

**Environmental Conditions**

No unusual physical demands

### **Sensory Demands**

No unusual physical demands

### **Mental Demands**

No unusual mental demands.

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

- Experience securing competitive post-secondary research grants and funding.
- Strong knowledge of the Canadian research funding landscape, including knowledge of current procedures, review processes, and priorities of the Tri-Agencies (SSHRC, NSERC, CIHR), Canada Research Chairs, Canada Foundation for Innovation, and Mitacs.
- Able to craft compelling and engaging funding applications that underscore opportunity, outcomes, and impact while simplifying complexity.
- Able to engage with researchers across disciplines.
- Able to work with research teams to identify relevant and meaningful research plans and projects.
- Able to provide critical, constructive feedback that improves funding applications and increases the likelihood of success.
- Demonstrated research experience, both in an institutional and community-based setting.
- Knowledge, experience, and an understanding of working in a cross-cultural environment.
- Demonstrated planning, prioritization, and organizational skills with the ability to manage multiple priorities, schedules, and deadlines.
- Experience in budgeting, accounting, and financial management.
- Interpersonal skills to work closely with researchers, external research partners, and other colleagues to facilitate meetings and discussions.
- Experience creating resources and delivering engaging training sessions in a variety of cultural and community contexts.
- Advanced computer skills with an extensive working knowledge in 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.

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

- PhD in a relevant field
- 5 years' experience in post-secondary research
- 5 years' experience in grant and proposal writing

### **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