IDENTIFICATION

Department	Position Title	
Aurora College	Facilitator, Knowledge Mobilization	
Position Number	**Community**	**Division/Region**
91-16872	Yellowknife	Research

PURPOSE OF THE POSITION

The Facilitator, Knowledge Mobilization (Facilitator) is responsible for supporting, facilitating, and promoting knowledge mobilization for approved research activities at Aurora College and the polytechnic university once established. In addition, the Facilitator is responsible for training and professional development activities designed to raise awareness of knowledge mobilization in research.

The Facilitator will support knowledge mobilization across Aurora College's three campuses in Inuvik, Yellowknife, and Fort Smith. The Facilitator will support the identification, development, implementation, and facilitation of knowledge mobilization products, tools, and activities to increase the accessibility of research and enhance the dissemination of research results. The incumbent will work with Aurora College faculty, staff, students, and research partners to integrate knowledge mobilization in research projects and proposals, to increase the engagement and connection of Northwest Territories (NWT) residents with research, and to facilitate the communication of research products, knowledge, and results to targeted audiences and users.

The Facilitator promotes education and training related to knowledge mobilization in research and teaching at Aurora College, and provides support and guidance to faculty, staff, students, and partnered researchers with respect to knowledge mobilization in research and education.

SCOPE

Located in Inuvik, the Facilitator, Knowledge Mobilization reports to the Director, Research Services. This position is responsible for an annual budget of $250,000, plus funding from third-party projects, with a signing authority of $25,000.

The Facilitator supports the creation of knowledge mobilization products and activities that effectively communicate the results and knowledge generated through approved Aurora

College research projects to a wide range of audiences and end users. The incumbent supports the design and development of knowledge mobilization products and activities by working with Aurora College researchers (faculty, staff, students, and partnered researchers) during the project planning phase. The incumbent also supports Aurora College researchers during the data collection phase by providing on-going advice and guidance, and during the results dissemination phase by advising on the accessible delivery of research results to the public, research partners, and other end users. The incumbent will support and coordinate multiple projects simultaneously and will be a point of contact for researchers as well as research funding agencies and other post-secondary institutions.

Through their work, the Facilitator will foster an institutional culture that prioritizes partnerships with community and Indigenous organizations to produce research and knowledge that can be mobilized into impactful outcomes. The incumbent works closely with Aurora College faculty and researchers, as well as with members of the Research Services team (particularly the Facilitator, Research Development; Manager, Community and Indigenous Partnerships; Manager, Industry Research Partnerships, and Research Communications).

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. **Support institutional researchers and partner organizations as they develop knowledge mobilization plans**.
   - Work with Aurora College faculty and partnered researchers, and members of the Research Services team, to develop knowledge mobilization plans for funding proposals that meet the requirements of major research funders (e.g., the Tri-Agencies).
   - Provide advice and guidance to Aurora College faculty and partnered researchers on best practices related to knowledge management during pre-project consultations with research partners and potential end users.
   - Provide feedback on knowledge management plans and suggest improvements.
   - Proactively reach out to end users and external organizations in the NWT, and sustain ongoing communication with them, to determine their research needs and priorities.
   - Suggest ways that research conducted by Aurora College faculty and partnered researchers can be used to address the needs and priorities of end users and external organizations in the NWT.

2. **Support institutional researchers and partner organizations as they develop methods of knowledge mobilization, transfer, translation, and exchange.**

- Support Aurora College faculty and partnered researchers as they pursue sustainable research-based solutions to social, cultural, economic, environmental, and health challenges in the NWT.
- Identify creative ways to mobilize and translate research results to end users.
- Create materials and resources that Aurora College researchers can use to develop and deliver knowledge mobilization activities/products.
- Develop materials that support the communication of research results and outcomes in plain language to reach a broader audience.
- Develop materials that support the translation of research results and outcomes into policy and practice to increase their impact.

3. **Support the delivery of knowledge mobilization materials and activities to the public, partner organizations, and other end users of research results.**
   - Advise on methods of knowledge mobilization that are suited to a variety of end users, including Indigenous organizations, community organizations, government representatives, and businesses.
   - Advise on methods and techniques that mobilize knowledge and promote the use of research/evidence in decision-making.
   - Help Aurora College researchers synthesize results and evidence into plain language to create compelling, innovative content that can be used across traditional, digital, and social channels of communication.
   - Support the development of key materials to communicate research results to end users, including presentations, reports, plain-language publications, newsletters, online content, and social media posts.
   - Support the planning and management of events that increase the visibility of research conducted by Aurora College researchers, spread awareness of research outcomes, and building relationships with end users.
   - Identifies media opportunities and supports the development of news releases related to research.

4. **Develop and facilitate training related to knowledge mobilization in research.**
   - Develop and lead training opportunities on knowledge mobilization for institutional faculty, staff, students, and research partners.
   - Develop and lead training opportunities on knowledge mobilization 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

There are no unusual physical demands.

Environmental Conditions

There are no unusual demands.

Sensory Demands

There are no unusual demands.

Mental Demands

Travel may be required to travel to small and remote communities by small aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of knowledge mobilization best practices, frameworks, and methodologies
- Able to work with research teams to identify relevant and meaningful outcomes for research projects
- Able to promote effective dissemination of knowledge products to amplify the impact of NWT-based research
- 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
- Demonstrated research experience, both in an institutional and community-based setting
- Capacity to engage with researchers across disciplines
- Demonstrated experience in program/project development, implementation, and management
- Experience in budgeting, accounting, and financial management
- Experience creating resources and delivering engaging training sessions in a variety of cultural and community contexts
- 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
- Excellent written communication and editorial skills with the ability to translate complex information into accessible terms, plain language, and engaging summaries
- Interpersonal skills to work closely with end user groups and facilitate meetings and discussions
- 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:

- Master's or above in a relevant field

- 5 years' experience in knowledge mobilization of research
- Additional training in knowledge translation and exchange methodologies would be an asset

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