



IDENTIFICATION

Department	Position Title	
Aurora College	Managing Editor and Knowledge Translation Specialist	
Position Number	Community	Division/Region
91-16873	Yellowknife	Research

PURPOSE OF THE POSITION

The Managing Editor and Knowledge Translation Specialist is the managing editor responsible for the administrative, operational, and editorial processes for the Xàgots’eèhk’ò Journal. The Specialist will also seek creative and meaningful ways to communicate research projects and outcomes to northerners, and to engage NWT residents in research activities at Aurora College and the polytechnic university once established.

The Specialist will supervise the day-to-day operations of the Xàgots’eèhk’ò Journal by performing all required administrative and financial tasks. The Specialist will oversee the development, organization, and publication of each journal issue, as well as the translation, communication, and dissemination of journal articles following publication. The incumbent will also work with Aurora College faculty, staff, students, and research partners to support and facilitate the mobilization, translation, and communication of research outcomes to a wide range of audiences and end users in the Northwest Territories (NWT).

SCOPE

Located in Yellowknife, the Managing Editor and Knowledge Translation Specialist reports to the Facilitator, Knowledge Management. The position is responsible for an annual budget of \$50,000, with a signing authority of \$10,000.

The Specialist will act as the managing editor of the Xàgots’eèhk’ò Journal, a new, northern-based, and open-access journal that will publish scholarly and creative work on topics important to Northerners beginning in mid-2022. The goals of the journal are to share, strengthen, and celebrate northern Indigenous peoples’ relationship to their land, languages, cultures, and ways of life. The Specialist will lead the administrative and operational processes for the journal, including budgeting, scheduling, and communicating with contributors and publishers. The incumbent will also oversee the editorial and governance processes required for the journal, including receiving submissions, managing the review and publication

processes, facilitating the editorial board, and communicating with contributors, reviewers, and members of the public.

The Specialist will also support the creation of knowledge mobilization products, materials, and activities that effectively communicate the results and knowledge generated through approved Aurora College research projects. The incumbent will provide knowledge mobilization, translation, and communication advice to Aurora College faculty, staff, students, and partnered researchers at Aurora College in order to meaningfully engage audiences and end users.

RESPONSIBILITIES

1. Provide day-to-day administrative and operational supervision to the Xàgots'eèhk'ò Journal.

- Develop and implement an annual budget and oversee all financial transactions for the journal.
- Develop and implement an annual workplan for the journal.
- Coordinate meetings and prepare meeting agendas and minutes.
- Maintain the website, online submission system, and any social media accounts for the journal.
- Respond to emails, questions, or requests related to the journal.
- Ensure that all journal submission and publication deadlines are met.

2. Coordinate the governance and editorial processes for the Xàgots'eèhk'ò Journal.

- Work collaboratively with the editor(s), editorial board, and other relevant parties to create and implement the governance processes for the journal.
- Work with the editorial board, and editor(s) for each issue, to set issue themes, solicit submissions, and review submissions.
- Reach out to potential journal contributors and assist potential contributors as they prepare submissions.
- Receive submissions, assign to editors, and manage the review process.
- Support and assist with the relational review of submissions by Indigenous and scholarly knowledge holders.
- Communicate with contributors, editor(s), reviewers, and the editorial board.
- Assist with editing and proof-reading for article style and length.
- Facilitate translation of abstracts and/or articles as needed.

3. Develop and implement a knowledge translation and sharing plan for the Xàgots'eèhk'ò Journal.

- Communicate clearly and professionally about the journal on multiple platforms and to a wide range of audiences.
- Develop and implement a plan to build awareness of the journal and engage with a range of audiences.
- Explore, develop, and implement a variety of knowledge translation tools to align with the message, audience, and purpose of the journal.
- Design creative and meaningful strategies to disseminate the journal and its published articles to a wide range of audiences.

- Build and nurture relationships with Indigenous organizations, community organizations, and NWT residents in order to share and promote the journal.
- 4. Support institutional researchers and partner organizations as they develop methods of knowledge mobilization, transfer, translation, and exchange.**
- Stay informed on best practices in knowledge translation and the communication of research results and outcomes.
 - Support Aurora College researchers as they determine their knowledge mobilization, transfer, translation, and exchange needs and develop appropriate materials and activities.
 - 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.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience with editorial and peer-review processes
- Excellent written communication and editorial skills with the ability to translate complex information into accessible terms and engaging summaries
- 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
- Knowledge, experience, and an understanding of working in a cross-cultural environment
- Interpersonal skills to facilitate meetings and lead discussions

- Demonstrated planning, prioritization, and organizational skills with the ability to manage multiple priorities, schedules, and deadlines
- Experience in budgeting, accounting, and financial management
- 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
- Skill and ability to work effectively across cultures and worldviews
- Understanding of knowledge translation and/or communications theory and practice are assets

Typically, the above qualifications would be attained by:

- A Bachelor's degree in a relevant field
- One year of experience working in publishing or communications.
- One year of 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: Indigenous Language - Not Specified

- Required
- Preferred