



IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Industry Research Partnerships	
Position Number	Community	Division/Region
91-16875	Yellowknife	Research

PURPOSE OF THE POSITION

The Manager, Industry Research Partnerships (Manager) is responsible for developing, facilitating, and maintaining research partnerships between Aurora College researchers and industrial research partners in the Northwest Territories (NWT). In addition, the Manager is responsible for training and professional development activities related to conducting research in partnership with small businesses and industry. Aurora College is also transforming into a polytechnic university and research partnerships with industry will play a key role in expanding northern research and supporting the success of the polytechnic university.

The Manager works across Aurora College's three campuses in Inuvik, Yellowknife, and Fort Smith, as well as at approved research sites and in communities across the NWT. The Manager will support the development of new research activities, and the expansion of existing research activities, that incorporate meaningful research partnerships between Aurora College researchers and NWT-based small businesses and industry. The incumbent will work with Aurora College faculty, staff, and partnered researchers to identify partnership opportunities, new research directions, and potential research projects that meet the needs and priorities of small business and industrial partners. The incumbent will support the development of partnered research plans and competitive funding proposals, and will continue to provide advice, support, and guidance for business- and industrial-partnered research projects throughout the research lifecycle.

The Manager promotes education and training related to conducting research in partnership with small businesses and industry, and provides support and guidance to faculty, staff,

students, and partnered researchers with respect to working with research partners who are not based at a post-secondary institution.

SCOPE

Located in Yellowknife, the Manager reports to the Director, Research Services. This position is responsible for an annual budget of \$180,000, plus funding from third-party projects, with a signing authority of \$25,000.

The Manager provides guidance, leadership, and strategic direction to Aurora College faculty, staff, and partnered researchers in matters related to the development of research partnerships with small businesses and industrial partners. The Manager supports the development, expansion, and continuation of business- and industry-partnered research and works collaboratively with a wide range of colleagues to promote research that delivers meaningful opportunities and outcomes to small business and industrial partner organizations. The incumbent ensures the integrity of partnered research undertaken by Aurora College researchers by developing relevant policies, procedures, and best practices, and by providing feedback on partnered research plans and funding proposals. The Manager supports the capacity development of 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, small businesses, industry representatives, funding agencies, and other post-secondary institutions in matters related to research partnerships.

Through their work, the Manager will foster an institutional culture that elevates the research needs and priorities of northern communities, businesses, and industries. The Manager will also promote the inclusion of business- and industry-partnered research in the College's strategic plans and promote the inclusion of research-driven instruction at the institution. The incumbent will work closely with Aurora College researchers, external research partners and organizations, and members of the Research Services team, particularly the Facilitator, Research Development, and the Facilitator, Knowledge Mobilization.

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

RESPONSIBILITIES

1. Pursue, establish, foster, and sustain research partnerships with small businesses and industry.

- Maintain relationships with small business and industry researchers and organizations throughout the NWT.
- Survey small business and industry researchers to assess their research needs and priorities.
- Facilitate networking of Aurora College researchers and researchers from partner organizations by hosting meetings and events.
- Actively maintain relationships with Research Associates who are based at small businesses and industrial organizations.

- Monitor and support on-going research partnerships, and search for funding and new opportunities to sustain them.

2. Facilitate collaborative research program development with small business and industrial research partners.

- Provide advice and guidance to Aurora College faculty and research partners as they design research projects.
- Collaborate with Aurora College researchers, representatives of partner organizations, and the Facilitator, Research Development to determine meaningful and pertinent research questions and programs.
- Collaborate with Aurora College researchers, representatives of partner organizations, and the Facilitator, Knowledge Mobilization to determine meaningful and appropriate research outcomes and knowledge mobilization products.
- Advise Aurora College faculty and partnered researchers on issues related to research partnership agreements, such as project management, timelines, accountability, data collection and sharing, and reporting.
- Review research grant funding applications prior to submission and provide feedback and suggestions to improve their competitiveness.
- Ensure that proposed research programs ethically and meaningfully involve small business and industrial research partners.
- Promote, facilitate, and support the commercialization of research results, outcomes, and products.
- Support and facilitate discussions related to data ownership, copyright, and patent protection.
- Develop and implement institutional policies and procedures related to intellectual property.
- Develop and implement institutional policies and procedures related to the commercialization of research results, outcomes, and products.
- Support applications for patent protection.

3. Develop and facilitate training related to business- and industry-partnered research.

- Develop and lead training opportunities on topics related to business- and industry-partnered research for institutional faculty, staff, and research partners, including intellectual property, commercialization of research, copyright, and patent protection.
- Develop and lead training opportunities on conducting partnered research with post-secondary institutions for external groups in the NWT, including small businesses and industry.

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.

- Maintain membership and involvement in the GNWT Knowledge Economy Working Group.
- Attend and participate in relevant meetings held by business and industry associations.

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands

Mental Demands

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

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Experience in research, both in post-secondary and business/industrial settings.
- Understanding of principles and practices involved with the identification and protection of intellectual property.
- Knowledge of the issues and challenges associated with the technology transfer process from the research environment to commercialization, and marketing research outputs.
- Demonstrated knowledge of the sensitive and complex system of governance in the NWT and an understanding of the NWT'S economic, social, cultural, and political environments.
- Knowledge of the principal businesses and industries in the NWT, and how they relate to the political environment of the NWT.
- Interpersonal skills to work closely with businesses and industrial organizations to conceive and manage projects.
- Able to create productive working partnerships, particularly with researchers, businesses, industrial organizations, or other similar organizations.
- Knowledge, experience and an understanding of working in a cross-cultural environment.
- Able to manage projects involving the negotiation and execution of agreements and contracts among multiple researchers, institutions, and partners.
- Demonstrated planning, prioritization, and organizational skills with the ability to manage multiple priorities, schedules, and deadlines.
- Experience in budgeting, accounting, and financial management.
- Very strong verbal and written communication skills.

- 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:

- Master's degree or higher in a relevant field (science or engineering)
- 5 years' experience in applied research
- 5 years' experience in industrial or small business partnered research and development

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