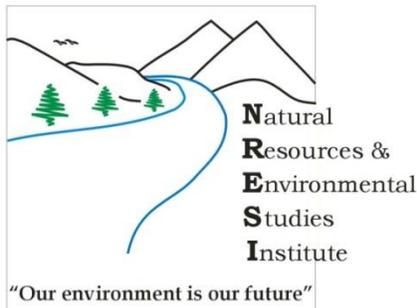


Research Manager
Term (September to March 2016), Part time (21hours a week)
Natural Resources and Environmental Studies Institute



The Natural Resources and Environmental Studies Institute (NRESi) at the University of Northern British Columbia (UNBC) is seeking a full-time Research Manager based at the Prince George campus. The NRESi Research Manager will develop and lead projects, provide outreach services, build relationships, foster communication and provide coordination that support NRESi's purpose of facilitating innovative and interdisciplinary research on issues relating to natural resources and the environment. A key goal in achieving this purpose is to integrate across perspectives to

better understand the functions, viability, and values of natural resource and environmental systems. Helping communities affect their futures and challenging researchers to contribute to innovation through research are the consequences of this goal. The purpose of the NRESi Research Manager is to assist in reaching these ends.

Responsibilities

Reporting to the Director, the successful applicant will:

- Support Colloquia, special events, workshops and collaborations among NRESI members and between them and the public by attending to scheduling and logistics; communication with sponsors where appropriate; liaison with conference services, EMS and colloquia coordinators etc.
- Foster extension and other scholarly publications by soliciting items, editing, publishing and promoting NRESi publications.
- Maintain and manage the NRESi web site
- Increase external collaboration by researching the potential for building networks among complementary organizations with a view to successful competition for joint and mutually beneficial projects.
- Facilitate internal collaboration by maintaining contact and effective communication with the other research institutes at UNBC
- Coordinate Contract proposals by assisting "Research Delivery Groups (RDGs)" to coalesce, liaise with agencies to ensure details of their needs, expectations and constraints are well understood and fully documented; liaise with UNBC Research Services respecting IP, indirect costs and ethics; liaise with Purchasing, Contracts and Risk Management respecting contract details, provide logistic and editorial support for RDGs in developing responses to RFPs and ensure completeness and professionalism of all such responses.
- Coordinate collaborative grant proposals of "Research Interest Groups (RIGs)" by liaising with UNBC Research Services respecting IP and granting council programs, indirect costs and ethics; providing logistic and editorial support for them in developing funding proposals and assuring completeness and professionalism of proposals.
- Ensure infrastructure needs such as space, telephones, computer lines etc. are known, communicated to appropriate UNBC decision making authorities and progress of such requests and proposals is monitored.

Qualifications:

This position requires a research based graduate degree in a Natural Resource or Environmental Studies area, and a minimum of three years of experience managing research or research-related programs.

An equivalent combination of education and experience will be considered.

Knowledge, Skills and Abilities

- High level of initiative and self- direction.
- Excellent verbal and written communications skills.
- Strong presentation skills, preferably with publishing experience.
- Ability to work collaboratively and to build and support collaborative teams.
- Knowledge of the needs of researchers.
- Knowledge of interdisciplinary connections within research programs and how to facilitate them.
- Knowledge of important players external to UNBC with whom NRESi may collaborate or for whom it may provide services.
- Knowledge of external funding sources (NSERC, SSHRC NIHR, CFI etc.).
- Proficiency with standard computer software programs, database creation and maintenance and web updating using Drupal.

Salary:

The annual salary for this position is \$62,000 – \$70,000 (prorated for hours worked and length of term) commensurate with qualifications plus full health benefits. The funding for this project is for one year pending success in securing continuing funding.

The position is based at the Prince George Campus of UNBC. Some travel to meetings outside Prince George and to the field will be required. A valid driver's license is required.

To Apply:

Please forward your resume and proof of education quoting competition [#15-135AC](#) to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

***Applications will be accepted until the position is filled,
however review will begin on September 25, 2015***
