

**Coordinator, Applied Research****POSITION SUMMARY**

Reporting to the Executive Director, Innovation & Applied Research, this position is primarily responsible for leading the daily operations of multiple research projects. This includes applying specialized knowledge to initiate, design, develop, and coordinate research projects in the region. The Coordinator, Applied Research will develop collaborations and partnerships with external groups, where applicable. This position will supervise staff members associated with delivering program support, if applicable.

<b>LEVEL</b>	SGEU 07
<b>LOCATION</b>	Estevan
<b>SCOPE OF WORK</b>	In scope

1. Division: Innovation & Applied Research
2. Function: Field Staff
3. Supervisor: ED, Innovation & Applied Research
4. Direct Reports: Research Students (future)
5. Budget Responsibility: None

**RESPONSIBILITIES**

**Typical duties of the Coordinator, Applied Research, may include, but are not limited to:**

**1. Coordination & Planning**

- Research and identify applied research opportunities with external and internal partners and prepare business cases to pursue them.
- Prepare applications for funding to implement applied research opportunities in multiple areas.
- Lead and coordinate approved research projects and trials.
- Coordinate and liaise with cross-departmental teams to facilitate and report on Southeast College sustainability measures.
- Liaise with local organizations, businesses, community members, and Southeast College staff regarding participation and initiatives within the applied research area.
- Participate on internal and external committees as they relate to applied research.
- Participate in providing direction and information regarding marketing and communication information to build awareness of applied research at the college.
- Coordinate all activities for the implementation and evaluation of applied research programs.
- Recruit project participants and enlist agencies to refer participants.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- Develop estimates of time and resources for research projects.
- Write for a number of different knowledge dissemination tools such as research reports, magazine articles, scripts for YouTube and other video formats, reports for client organizations, articles to engage a wide range of audiences
- Ensure relevant research methodology is applied and research material is handled in accordance with applicable policies, protocols, and procedures.
- Develop presentations and facilitate information sessions relating to research projects.
- Provide timely oral and written reports to supervisor, funding agencies, and other partners as required.
- Prepare reports as required for contribution to Annual Reports, Business Plan and ad hoc reports.
- In conjunction with supervisor, monitor budget expenditures, amend budgets if required.
- Other duties as assigned.

Supervision:

- Provide effective supervision of staff reporting to this position (if applicable), ensuring all staff receive ongoing orientation, evaluation, and support. Ensure that all staff supervised has developed work plans, professional development plans, and updated job assignments.
- Participate in evaluating projects to ensure they meet community and industry needs.
- Address department issues as required, referring more complex issues to the supervisor.
- Ensure that College Policy, Procedures and the Collective Bargaining Agreement are followed where applicable.
- Monitor budget expenditures, amend budgets if required.

2. Additional Duties:

- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience

- The minimum educational qualification for this position is a relevant post graduate bachelor's degree. This education would provide knowledge in research, project design, and proposal and report writing.
- The minimum amount of practical, related experience required to perform the duties of this position is more than two years of field-based research trials and projects. This experience would provide skills necessary to design and coordinate a research project and supervise staff.
- Demonstrated experience in supervising staff and directing the workflow of staff.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated knowledge of Applied Research.
- Strong project management skills.
- Ability to determine, assess and communicate project needs.
- Good working knowledge of Microsoft office and database concepts and design.
- Demonstrated skills in proposal writing.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated aptitude for preparing and delivering public presentations.
- Demonstrated personal responsibility required for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities.
- Good organizational skills.
- Excellent analytical and technical writing skills.
- Strong interpersonal and communication skills.
- High attention to detail and accuracy.
- Strong understand of safety and conditions of working in a lab and research project environment.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.

- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated supervisory and leadership skills.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.

3. Other Requirements

- Valid Driver's license is required.
- Satisfactory Criminal Record Check Required

**SCHEDULE DETAILS:**

The position operates on Field Hours and typically 7.5 hours per day within the normal operating hours of the College. However, the responsibilities of the position may require work outside of the normal operating hours or days of the College. The candidate must be prepared to schedule hours of work according to the demands of the position, including weekends and evenings if necessary. Some out of region and in region travel will be required.

**DATE REVIEWED/AMENDED: 27/08/2024**