



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Research Advisor, Indigenous Initiatives

<b>Job ID</b>	<b>9A-75-81-68-02-C3</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9A-75-81-68-02-C3">https://careers.indigenous.link/viewjob?jobname=9A-75-81-68-02-C3</a>	
<b>Company</b>	Queen's University	
<b>Location</b>	Kingston, Ontario	
<b>Date Posted</b>	From: 2019-11-25	To: 2020-01-05
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	English	

### Description

Reporting to the Associate Director (Office of Vice-Principal Research) and receiving strategic direction from the Associate Vice-Principal (Indigenous Initiatives) and the Associate Vice-Principal (Research), the Research Advisor, Indigenous Initiatives, supports Indigenous-related research. The incumbent provides expert advice on community-based research with Indigenous communities and on the co-development, review, submission and administration of, applications for research funding, including those sponsored by external funding agencies and organizations. The Research Advisor, Indigenous Initiatives will assist in the co-development of Indigenous-related research initiatives within the Office of the Vice-Principal (Research), and also manage the Indigenous Ethics Review sub-panel in coordination with the Director, Research Ethics Compliance. The Research Advisor, Indigenous Initiatives will maintain current knowledge of the research landscape, including funding opportunities, peer-review processes, policies, procedures, and regulatory structures.

### KEY RESPONSIBILITIES:

- Provide resources and expert advice to researchers in the enhancement and submission of competitive applications in Indigenous-related research
- Provide guidance to other research support personnel on the development, support and administration of Indigenous research, including but not limited to staff in University Research Services and Research Contracts Unit.
- Assists in the coordination of workshops and training on Indigenous epistemologies, Indigenous research methods and community-based research, as well as other Indigenous-related research initiatives through the Office of the Vice-Principal (Research), the Office of Vice-Principal (Indigenous Initiatives) and the Indigenous Knowledge, Curriculum and Research Working Group of Aboriginal Council, including training on the guiding principles of Indigenous research engagement framework articulated by OCAP.
- Liaises with the Office of Indigenous Initiatives, representatives of other institutions and funding agency staff regarding the interpretation of agency/institutional guidelines and policies. As needed, serves as an advocate on behalf of faculty and community partners with agency/institutional staff.
- Identifies and monitors Indigenous-related research-funding opportunities appropriate for researchers at Queen's. Develops and implements strategies to increase participation and success

rates for those opportunities; helps maintain a knowledge base of all Indigenous-related research on campus to allow interested parties to collaborate on initiatives.

- In collaboration with Research Project Advisors in University Research Services and others, encourages the formation of new research teams or groups around identified funding opportunities for Indigenous-related researchers and supports activities and funding applications by existing teams.

- In consultation with senior management, including those of the Office of Indigenous Initiatives and the Office of VP Research, advocates with funding bodies, sponsors, governments, organizations, and other universities to enhance co-created Indigenous research engagement at Queen's.

- Provides regular updates on Indigenous-related research projects to supervisors

- Facilitates community building of like-minded scholars, both within the university setting and outside of it, working to build research communities within and beyond the university

- Undertake other duties in support of Indigenous research as assigned.

#### REQUIRED QUALIFICATIONS:

- Post-graduate university degree

- A minimum of two years' experience in a research environment developing, reviewing, evaluating, editing, advising on, and/or administering research grants, contracts, and award agreements including federal and provincial agencies (Tri-Agencies; Canada Foundation for Innovation; Ontario Research Fund, etc.);

- Demonstrated understanding of and respect for the diversity of Indigenous perspectives and knowledge systems, experiences and aspirations, and theoretical and methodological approaches

- Recognition by an Indigenous community or communities as having knowledge and understanding of Indigenous ways of knowing an asset

- Demonstrated knowledge of the rules, regulations and procedures relevant to the conduct of research;

- Previous experience in an advisory or training role.

- Consideration may be given to an equivalent combination of education and experience.

#### SPECIAL SKILLS:

- Excellent oral and written communication and interpersonal skills, including demonstrating confidence, tact, discretion and judgment to work effectively with Indigenous community members, academic researchers, government representatives and senior administrators.

- Ability to approach activities and interactions with the appropriate knowledge of and sensitivity to the ethics governing the conduct and sharing of knowledge.

- Strong aptitude for collaboration with various groups, including Indigenous communities and organizations, research teams, colleagues in University Research Services

- Ability to quickly develop a sound knowledge and stay up-to-date on university research environment and external research support programs available to Indigenous researchers working in Canada.

- Results-oriented.

- Excellent presentation skills suitable to deliver information to diverse audiences.

- Ability to understand, interpret and communicate funding agency policies and guidelines to support the application process and post-award activities.

- Ability to analyze data, interpret research trends, and prepare reports for consideration by

senior administrators.

â€¢ Self-directed individual with demonstrated interest, capacity, and flexibility to work independently, yet eager to be part of a team working in a fast-paced service-oriented environment.

â€¢ Ability to be fair, objective, impartial, and flexible without compromising standards, funding agency regulations and guidelines, or Queen's policies.

â€¢ Ability to work towards frequent critical short-term deadlines while still advancing long-term programmatic goals.

â€¢ Ability to work overtime as required to address funding competition volume and deadlines.

#### DECISION MAKING:

â€¢ Decides on best alternatives or a range of solutions to a given problem, identifying potential risks and benefits of each.

â€¢ Analyzes, summarizes and makes conclusions regarding information and policy. Participates in determination of goals and objectives and in the formulation or reformulation of policies and standards.

â€¢ Plans, implements, interprets, and evaluates internal and external policies, guidelines, and practices in meeting university goals and priorities, including the recommendations of the Truth and Reconciliation Commission (TRC) Task Force.

â€¢ Decides on significance of a problem and who should assume responsibility for its resolution.

â€¢ Identifies and recommends concrete changes/additions/deletions that are required to improve the probability of success of a particular funding application. Determines best means to provide related feedback to faculty members and senior administrators.

â€¢ Determines if additional information and/or resources are required to submit quality applications/reports and makes related recommendations to supervisor.

â€¢ Determines the revisions required to ensure applications and post-award documents meet funding agency guidelines.

â€¢ Determines the information, agreements and other items that are necessary to satisfy conditions of funding imposed by funding agencies and determine when those conditions have been met.

â€¢ Determines when terms of agreements with other universities are satisfactory and when to consult with the Vice Principal (Research) contracts unit or supervisor regarding legal interpretation.

â€¢ Determines content of agendas for university committees and determines draft content of follow-up minutes, correspondence and documents.

â€¢ Determines strategies for leading individual and teams of researchers towards excellence in the development and submission of highly competitive research proposal applications to granting councils and contracting agencies.

â€¢ Determines if funding opportunities are realistic for research teams/groups to attain and when resources of the team or university would be more successfully directed elsewhere.

#### **How to Apply**

<http://clients.njoyn.com/CL4/xweb/xweb.aspclid=74827&page=jobdetails&jobid=J1019-0035&BRID=EX142287&SBDID=22166&LANG=1>