# *Job Description*

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| **Position Title:** | Chair, Applied Research |
| Classification Level: | Level 4 |
| Hours of Work: | As per employment contract |
| Immediate Supervisor: | Vice President, Partnerships & Innovation |
| Location: | Yorkton, SK |

**GENERAL:**

Reporting to the Vice President, Partnerships & Innovation, the Chair of Applied Research plays a key role in supporting the achievement of the college's strategic goals including the successful implementation of its Applied Research Plan. The Chair leads a team of high performing research professionals who actively develop and pursue research projects and partnership on behalf of Suncrest College and builds applied research capacity across the organization by providing guidance, mentorship, and support.

A significant portion of the College's applied research portfolio is focused on agriculture. The Chair provides leadership in advancing agricultural innovation through applied research partnerships, externally funded projects, and the College's research farm initiatives.

The Chair of Applied Research participates in the senior management decision-making process that establishes overall college operation and performance levels. The incumbent provides leadership in fostering a climate that is focused on advancing applied research through strategic growth and engagement of staff, students, and industry and will be responsible for overall supervision and management of the department. The position will implement and contribute to ongoing initiatives to improve processes and implement best practices that support our strategic direction, operations and organizational priorities.

The Chair, Applied Research performs complex and specialized functions requiring considerable independent judgment in decisions that may influence all parts of the College.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Management & Leadership:

- Provide leadership and direction to promote and ensure the development and fulfillment of the College mandate and strategic plan.
- Oversee all aspects of the Applied Research department including planning, evaluation, needs identification, budget preparation, and staffing.
- Provide leadership in the planning process to assist in determining college strategic goals and provide recommendations in the areas of applied research.
- Develop and implement policies, procedures, and guidelines pertaining to applied research and work-integrated learning (WIL).
- Provide guidance and leadership for development and delivery of AR across all departments in collaboration with program Chairs and Managers.
- Establish best practices for fostering and developing AR and WIL at Suncrest and lead related professional development across college departments.

- Identify, recommend, and lead opportunities for strategic and operational alliances throughout the region and province with Indigenous communities, businesses, and organizations.
- Collaborate with other colleges and agencies regarding applied research.
- Oversee and ensure eligibility for Natural Sciences and Engineering Research Council of Canada (NSERC) and Social Sciences and Humanities Research Council (SSHRC).
- Represent senior management on committees as assigned.
- Represent the College as a liaison with government contacts.
- Identify and lead initiatives that align with the Truth & Reconciliation (TRC) Commission's Calls to Action.

2. Planning & Reporting:

- Lead the development, implementation, and management of a comprehensive organizational AR strategy that builds an entrepreneurial and innovative environment for learners, staff, and partners through training and practical applications, including WIL opportunities.
- Develop an annual workplan that sets out department objectives and targets to be achieved.
- Monitor and develop appropriate strategies to ensure strategic initiatives are in alignment with emerging trends and the needs of key stakeholders.
- Lead and / or assist with researching funding initiatives that enhance the success of strategy implementation and department priorities.
- Prepare, manage, and administer department budget.
- Participate in the preparation of reports such as the Annual Report, the Business Plan, Quarterly Reports, monthly board reports, and other ad hoc reports as required.
- Ensure that timely reports are available to the President, Executive Team, government departments, and other agencies and organizations as required.
- Participate in senior management decision making process whereby decisions will require creativity and some independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices.

3. Applied Research:

- Lead a high functioning Applied Research team that develops original research projects and partnerships, as well as supports applied research proposal development, activities, and growth across the organization.
- Develop and maintain strategic relationships with industry, employers, Indigenous communities, government agencies, and community organizations to identify emerging challenges, innovation opportunities, and applied research needs.
- Engage external partners to understand operational, workforce, productivity, technology, sustainability, and business challenges, and translate those needs into applied research projects, partnerships, and funding opportunities.
- Ensure all research projects held by or led by the Research Office staff conform to all college and funder implementation, expenditure, and reporting requirements.
- Develop research proposals, including establishing partnerships, scope of work, timelines, deliverables, and budgets.
- Hire staff and manage research project budgets, timelines, deliverables, and teams.
- Promote internal and external awareness of applied research initiatives and services, including facilitating research dissemination activities and capacity building.
- Identify and propose new opportunities to build research capacity, cross-faculty networking, and inter-college collaborations.

- Establish new and build upon existing partnerships between units of the college and between the college and external partners (industry, business, peer institutions, community organizations, and governmental departments).
- Liaise with college leadership in matters related to applied research, including skill development, project implementation, research ethics, financial tracking, partnership management, and funder-required reporting.
- Develop and maintain the external research profile for the College.
- Establish and manage a pipeline of applied research opportunities aligned with institutional priorities and regional economic, workforce, and community development needs.
- Provide leadership for the College's Applied Research Strategy, including identifying and implementing models of research for each faculty and department.
- Identify and assess new applied research opportunities that align with College priority areas.
- Secure ongoing external funding of applied research activities, including identifying and securing new funding sources and strategic partnerships.

4. Supervision:

- Direct supervision of employees in the department.
- Responsible for completion of orientation, performance appraisals, and training plans.
- This position will have direct line authority, and as such, will be responsible for applying the Collective Bargaining Agreement, and will have the authority to hire, discipline and discharge, and respond to grievances as required.
- Ensure that performance standards and expectations are clearly defined and maintained to ensure quality education.

5. Additional Duties:

- Other duties as assigned.

**REPORTING RELATIONSHIPS:**

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| Reports to: | Vice President, Partnerships & Innovation |
| Supervises: | Coordinator(s), Applied Research |
| Relates to: | Leadership and Management team<br>In-scope staff<br>Learners<br>Regional College System<br>Post-secondary education and training institutions<br>Indigenous partners<br>Federal and Provincial Government departments and agencies<br>Employers |

**QUALIFICATIONS:**

1. Education & Experience:

- The minimum educational qualification for this position is Master's degree with considerable research experience and a history of securing research funding. Preference will be given to those with a Ph.D. This education can be in any field and would typically provide knowledge in adult education, program

development, project management, needs assessment, budgeting, proposal writing, analytical skills, research skills and cultural awareness.

- The minimum amount of practical, related experience required to perform the duties of this position is 3 years' experience leading multiple research projects and research teams simultaneously, mentoring novice researchers, and previous experience developing research training. This experience will demonstrate the skills required to negotiate with partners, deal with sensitive situations, organizational, time management and supervisory skills. An equivalent combination of education and related professional experience may be considered.
- Demonstrated experience in management.
- Demonstrated experience in working with people from equity groups in a cross-cultural setting.
- A strong understanding of the applied research development life cycle.
- A good understanding of Intellectual Property in the research context.

2. Knowledge, Skills & Abilities:

- Demonstrated knowledge of AR at the provincial and national level.
- Demonstrated ability in providing leadership to employee groups for the purpose of monitoring performance, providing for professional growth, and achieving organizational goals.
- Demonstrated skills in negotiating, collaborative problem solving, budgeting, analysis, leadership, and general management skills.
- Demonstrated ability to adapt to changing circumstances and seek new opportunities.
- Demonstrated ability to use deliberate strategies to influence, persuade and inspire others.
- Demonstrated conceptual skills, ability to solve problems, and analytical ability.
- Demonstrated presentation and public speaking skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Demonstrated experience in effective supervision of staff in a unionized environment.
- Ability to research information and opportunities and be decisive in decision-making.
- Demonstrated knowledge of agricultural production systems, agri-food innovation, and agriculture-focused applied research is considered an asset.

**Other Requirements**

- Willingness to work unscheduled, flexible hours, as required.
- Valid Saskatchewan Driver's license required.
- Ability to travel throughout the Suncrest College region monthly. Overnight stays are anticipated.
- Travel provincially, nationally, and internationally as required.
- Satisfactory Vulnerable Sector Criminal Record Check.

I hereby acknowledge that I have received, read and understand this document:

| Incumbent Name | Signature | Date |
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