About UBC Okanagan

The University of British Columbia is a global centre for research and teaching, consistently ranked among the 40 best universities in the world. The Okanagan campus of UBC, located in Kelowna, is one of the most rapidly expanding campuses in North America.

The campus is lively, progressive and very diverse, with 70% of the student population from outside the region and international students from 80 countries enrolled in our undergraduate and graduate programs.

The Okanagan valley boasts an unparalleled quality of life with beautiful beaches, world-class golf and skiing, over 200 wineries and a wonderful climate.

STAR

The Survive and Thrive Applied Research initiative (STAR) at the University of British Columbia's Okanagan Campus strives to be known as the premier global convener of research and development supporting human performance in extreme environments. To support this, STAR is seeking a highly qualified Research Support Specialist to assist with the development and communication of large collaborative research projects.

Our Ideal Candidate

The Research Network Facilitator will assist with the development of networked research and complex project management support, with communications and information management of networked projects, with opportunity management and with governance and reporting to facilitate the generation of applied research results in support of regional development.

The successful candidate will provide advice and guidance to researchers in the identification and development of collaborative research opportunities and in the completion of grant applications for research funding opportunities. The incumbent will provide communication and documentation of new and emerging research partnerships, and assist with adherence to governance and reporting for these projects. The incumbent will also advise on all government relations communications support and lead principal communications development of Star-West.

How to Apply

Click here to apply. For more details on the position, please contact:

Dr. Keith Culver
Director, UBC STAR Survive and Thrive Applied Research
250 807-9875 | keith.culver@ubc.ca

(Click here to apply. For more details on the position, please contact: Dr. Keith Culver, Director, UBC STAR Survive and Thrive Applied Research, 250 807-9875 | keith.culver@ubc.ca)
Job Summary
The Research Network Facilitator, UBC STAR, assists with the development and management of large collaborative research projects including development and management of relationships between the key stakeholders, and identification and cultivation of new partners and research relationships. Ensures sound governance, internal client engagement and external service client outreach, and assists in identification and facilitation of research synergies enabling researchers to conduct collaborative research. This position is responsible for communications, events and educational activities related to the large collaborative research projects. The Research Network Facilitator, UBC STAR, will work with considerable latitude and independence, engaging and collaborating with UBC researchers, students and staff together with UBC STAR facility service-users and external research partners.

This is a 1.0 FTE three year term position at UBC's Okanagan campus in UBC STAR, a part of the Vice-Principal, Research & Innovation portfolio.

Classification Title: Research & Facilitation, Level B Employment Group: Management & Professional (AAPS)

Work Performed
• Lead the development of communications materials and supports of the STAR-West initiative.
• Work with Principal Investigators to identify research synergies and create research project opportunities for networked collaboration and participation in Industrial Technological Benefit-driven research.
• Develop and implement project proposals, work plans and timelines.
• Facilitate strategic planning workshops and team meetings; assist to articulate research plans.
• Advise researchers in writing project proposals, reviewing documents, identifying funding sources and developing funding applications for UBC STAR related research.
• Oversee large projects in UBC STAR operations, communicate and document all new and emerging research partnerships, and service-user needs.
• Develop a UBC STAR calendar enabling timely and coordinated actions and reporting by UBC STAR staff and UBC STAR partners.
• Oversee timely and coordinated input of data from UBC STAR facilities operations, projects, partnerships and other sources into UBC STAR project management software and develops and produces regular and specialized reports.
• Implementation of a communications strategy; maintain regular communication with all stakeholder groups.
• Event development and delivery; support for educational activities including speaker series, seminars and summer schools.
• Support the Director of UBC STAR in governance operations including facilitating the UBC STAR Management Committee and UBC STAR advisory groups.
• Implement key performance indicators measuring UBC STAR-specific performance matters in collaboration with the UBC STAR Finance Manager.

• Document UBC STAR activities in new and new-to-UBC research and partnership models for effective communication of UBC STAR innovation.
• Prepare progress reports identifying progress against project plan, outlining issues (both resolved and outstanding) and summarizing critical decisions made.
• Create reports for funding bodies and industry partner progress review presentations.
• Daily opportunity scanning to monitor and identify relevant funding opportunities.
• Identify new partners and cultivate new relationships.
• Develop and manage relationships between key stakeholders.

Qualifications
Undergraduate degree in a relevant discipline, Communications degree or a relevant Master's degree, government relations experience or demonstrable aptitude is an asset. Extensive disaster recovery experience is also considered an asset. Minimum of three years' experience or the equivalent combination of education and experience. Experience working within large organizations with complex partnerships is preferred. Demonstrated ability to work independently, and in collaboration with, staff and faculty. Excellent organizational skills. Ability and enthusiasm for working across organizational boundaries, and to be imaginative and creative in identifying and solving challenges and opportunities. Ability to foster a cooperative work environment. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community; and the ability to exercise tact and discretion. Advanced verbal and written communication skills and the ability to present effectively to groups. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Ability to exercise sound judgment. Must have accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Intermediate skills in word processing, spreadsheet and presentation applications. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems, programs and projects are being established and continually developed.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the BC Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.