

Tłıchq Government Job Description

Job Title: Research Advisor and Communications Specialist, Hotii ts'eeda

Department: Hotii ts'eeda Program

Reports To: Director, Hotii ts'eeda

Location: Yellowknife

Job Status: Full Time, Term to March 31, 2023 (May be Extended)

Purpose

The purpose of the Research and Communication Specialist is to provide research and communications advice and support, develop products, and establish and maintain processes to undertake Hotii ts'eeda programs and services. The position will lead various initiatives, and also work as a team member on projects shared between staff.

Scope

The Research and Communication Specialist is responsible for providing senior level research and communications advice and support services; maintaining professional and effective internal and external relations; and completing special projects.

Duties and Responsibilities

- 1) Provide senior level research and communications advice and consultative services to the Hotii ts'eeda programs and services
 - Research and write funding proposals and research proposals;
 - Lead and participate in research project identification, design, and implementation;
 - Undertake specific research in collaboration with team members, and produce associated products such as research summaries, policy papers, briefing notes, and knowledge translation and communication products;
 - Plan, design and/or facilitate knowledge sharing circles and workshops;
 - Receive and direct/advise on external requests from partners, researchers, and external organizations;
 - Provide advice on resources to assist with meaningful health research including Indigenous research protocols, cultural safety, and connecting researchers with community representatives and resources;
 - Lead specific projects and programs within Hotii ts'eeda, and in collaboration with partners and funders;
 - Plan and organize aspects of Hotii ts'eeda's annual gathering; and,
 - Conduct other research-related duties as required.

2) Participate and lead in communications activities

- Maintain an active and engaged social media presence;
- Draft speaking notes and power point presentations for HT staff and leadership as needed;
- Develop graphic design of HT-branded posters, graphic web elements, and public-facing reports using Canva, Adobe Illustrator or InDesign;
- Develop, design and order informational and promotional materials for Hotì ts'eeda's public presence as needed;
- Provide logistical and administrative support for organizing meetings and workshops, and maintaining records such as updating planning documents, keeping and distributing notes, and updating project communication materials;
- Provide technical support to virtual meetings and initiatives internally and with partners;
- Attend NWT-based and national events, workshops, and conferences such as Healthy Living Fairs, as a representative of Hotì ts'eeda;
- Work with national Strategic Patient Oriented Research (SPOR) communities of practice related to communications, patient engagement, and knowledge translation;
- Conduct other related duties as required.

3) Prepare reports, plans and other deliverables

- Develop a yearly work plan in consultation with the Director;
- Produce project plans and communications plans, within tight timelines and budgets;
- Implement and complete projects and initiatives as identified in the work plan as updated from time to time; and,
- Complete reporting and administrative responsibilities as required to ensure implementation and delivery of projects including keeping correct and comprehensive files, following TG and HT policies and procedures, and ensuring quality control of internal and external products.

Supervisory Responsibilities

This position reports directly to the Director, Hotì ts'eeda.

The Research and Communication Specialist has no direct supervisory responsibilities, however, he/she has considerable influence in dealing with Department Directors.

He/she reports to and takes direction from the Director, Hotì ts'eeda.. He/she has considerable latitude to make decisions and make recommendations on research and communications activities.

Education and Skills

The Research and Communication Specialist is expected to have the following educational background, work experience and skills:

- University degree in a related discipline (Research, Sociology, Health, Indigenous Governance) and related experience in research and communications; or, an equivalent combination of education and related experience
- Strong analytical and communication background
- Experience in the preparation of presentations and the drafting of written material
- Strong analytical and technical skills and dedication to accuracy
- Excellent written and verbal communication skills
- Ability to take initiative and work with limited direction/minimal supervision
- Ability to meet tight timelines, manage a substantial workload, and adjust to changing priorities and deadlines
- Willingness to travel
- Excellent organizational skills
- Ability to effectively present to a variety of groups including citizens, professional, business and community groups
- Ability to work with a wide range of community members, representatives of other organizations and members of the media
- Knowledge of office computer programs
- Ability to communicate effectively in the Tłıchǵ language is preferred
- Familiarity with the Tłıchǵ language, culture and way of life is preferred

Working Conditions and Effort

The incumbent should expect to work independently to achieve assigned goals and outcomes, as well as work collegially within a team to develop projects and deliver on their responsibilities within program initiatives that involve other staff. The incumbent is required to initiate and demonstrate the undertaking of projects, troubleshooting, incorporate feedback, problem-solving, identify unanticipated issues, provide solutions and seek direction.

The Research and Communication Specialist is expected to demonstrate the following abilities:

- Ability to sit for extended periods
- Ability to focus and attend to details for extended periods of time
- Willingness to work pre-approved overtime as required
- Ability to deal with stressful situations under very tight timeframes
- Ability to make effective decisions and solve problems

Travel may be required for this position.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
_____ Supervisor's Signature	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.