POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Knowledge Translation Specialist (Digital) – 4 months extendable
DEPARTMENT: Arthur B. McDonald Canadian Astroparticle Physics Research
Institute – Department of Physics
CLOSING DATE: June 25, 2020

JOB SUMMARY:
The Knowledge Translation Specialist (Digital) will work with our research staff and students to support the creation of a virtual web platform for use by faculty, research staff, and students (current and prospective) across Canada. Based at Queen's University, the McDonald Institute (MI) aims at elevating Canada's international position in Astroparticle Physics through the recruitment and training of people and developing globally available tools and platforms. The Knowledge Translation Specialist (Digital) role is crucial to clearly develop and present key information relevant to the various audiences around legacy and ongoing research, the burgeoning community involved and share opportunities to grow the Canadian research opportunities in this area.

Reporting to the Scientific Director, the incumbent will be responsible for creating and sourcing scientific content, collecting scientific news and invigorating the scientific content to our virtual outreach platform. As a passionate and self-motivated leader, the incumbent will capture and advance the mission, goals and objectives of the Institute, use web-based technology, collaborate with the research community to update ongoing and legacy research pages, and participate in the development of a web-based integrated teaching and learning platform.

This position requires the incumbent to work closely with departmental faculty and may require some travel to consult with consortium member institutions and will occasionally require the incumbent to work variable hours.

KEY RESPONSIBILITIES:
- Oversee and manage projects, and work with team members to provide expertise and guidance in all aspects of the science news creation and website development life cycle, including strategic direction, consultation with senior management, analysis, application and design and development, testing and deployment for both new and existing web-based applications.
- Direct the creation and collection of stories related to scientific content, through face-to-face (and virtual) interviews with faculty, research personnel, students, and staff.

- Expand the outreach of the McDonald Institute by identifying, developing and maintaining relationships with faculty across the astroparticle physics and related fields at Queen's and our partner institutions.
- Use expertise to create an engaging up-to-date and online account of the Canadian scientific progress in astroparticle physics through the collection of information from key research stakeholders and translating the information into an easy to access web platform for various audiences.
- Implement continuous improvement of the McDonald Institute web resources to incorporate new resources, remove outdated stories, refreshing as needed, and maintaining best practices for web design standards.
- Oversee the integration of the web content across various sites and web strategies as they relate to the current server technologies.
- Monitor, analyze, and report on the performance of existing websites and web-based applications.
- Populate new and existing websites, web and mobile applications with original science content.
- Collaborate with other senior team members to outline and create strategic direction on the presentation of our science and web technology within the McDonald Institute.
- Provide orientation and on-the-job training in the area of website integration to faculty, students, and employees in the unit. Escalate unresolved issues to management.
- Undertake other duties in support of the department/unit.

REQUIRED QUALIFICATIONS:
- Several years of relevant work experience in science communication with a passion for our science outreach.
- Graduate degree in Physics or equivalent science is strongly preferred
- Two-year post-secondary program or equivalent experience in HTML, CSS, Wordpress or other standards, embedding social media, and Google algorithms.
- Demonstrated proficiency in the development, implementation, and maintenance of websites and advanced web-based applications.
- Knowledge and understanding of the university environment, specifically physics or a related Applied Sciences-related discipline considered an asset.
- Knowledge and understanding of historical astroparticle physics experiments and current facilities including SNO and SNOLAB
- Experience in science literacy and knowledge translation.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:
- Strong written and oral communication skills with experience

- Strong web-based user interface design and development skills using modern techniques to create effective look-and-feel for information presentation/communication.
- Ability to create and grow lasting collaborations with faculty and research personnel.
- Ability to identify authentic scientific news
- Proven analytical and problem-solving skills to arrive at the most efficient solutions.
- Ability to resolve problems under pressure while meeting deadlines.
- Ability to analyze and evaluate information with respect to solving web application problems, and security problems.
- Excellent communication and interpersonal skills to interact with a variety of people with various levels of technological and scientific sophistication both inside the department/unit and externally.
- Self-motivated, well organized, and able to work individually or as part of a dynamic team.
- Attention to detail and ability to follow formal business practices.
- Demonstrated ability to learn and adapt to rapidly changing technologies.

DECISION MAKING:
- Determine necessary strategies to meet the department or unit's web needs.
- Make critical decisions on the presentation of content to ensure a respectful and fair representation of the community engaged.
- Formulate, evaluate, and implement solutions to problems, alone or co-operatively with supervisor and/or users and the scientific community.
- Determine how to deal with operational problems that occur outside of working hours to avoid major administrative problems.
- Determine how best to meet the department or unit needs for computers and information management systems.
- Determine appropriate problem-solving procedures and decide how to best rectify the problem.
- Allocate time and resources in order to meet deadlines.
- Continually assess and adjust priorities and manage tasks in a fast-paced and demanding environment.
- Assess the nature of a request and provide assistance to the faculty, staff, and students as appropriate.
- Make decisions regarding the operation and integrity of the current system, making recommendations on its improvement.
- Determine when to involve senior staff in resolving complex or sensitive systems problems.

APPLICANTS PLEASE FOLLOW THE LINK BELOW:
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