



Employment Opportunity – Data Curation Specialist

Reports To:	Silviculture Innovation Program Manager
Status:	Full-time (grant funded), 1-year term with option to renew for up to 2 years thereafter
Location:	Smithers, British Columbia with potential to be remote within British Columbia
Salary range:	\$42.00-47.00/hour (30 hours/week), depending on experience
Closing Date:	Until filled
Expected start date:	September 2024

Who We Are

The Bulkley Valley Research Centre (BVRC) is located in Gidimt'en Territory of the Witsuwit'en First Nation, in Smithers, British Columbia (BC). The BVRC is a not-for-profit organization that conducts research throughout BC and is working to build collaborative relationships, extend knowledge, and facilitate science-informed policy.

Position Description

The BVRC is seeking a Data Curation Specialist (also known as a Data Librarian and/or Archivist) to work within the newly formed [Silviculture Innovation Program \(SIP\)](#). The purpose of the SIP is to support new research, extension and innovative practices to better address forest resiliency, ecosystem health and climate adaptation. The work of the Innovative Silviculture Data Librarian will be to collect, inventory and curate information and knowledge regarding "innovative silviculture" in British Columbia and host it on the newly established online knowledge hub.

The knowledge hub aims to support BC's growing innovative silviculture community of practice with a "one-stop shop" for obtaining quality, verified information and tools to better understand innovative silviculture and make informed decisions on implementation. Information uploaded to the knowledge hub will include: extension notes, government reports, peer-reviewed literature, decision-making tools and guidance, summaries, prescription examples, photos, videos, etc. The Data Curation Specialist will be responsible for inventorying and collecting information from across the province (historical to current), organizing and curating to ensure relevant information is made available and searchable on the knowledge hub.

Specifically, the Data Curation Specialist will:

1. Manage an online knowledge hub that stores data, reports, gray and peer-reviewed scientific literature and information that will be widely accessible to diverse audiences.
2. Collect and curate information about and relating to innovative silviculture in British Columbia to upload to the knowledge hub.
3. Develop and manage a catalog of the collected information to enhance search experience on the knowledge hub.
4. Work closely with the knowledge hub developer to build a stable, interactive, user-friendly platform accessible to a user base with varied levels of computer experience.
5. Understand and uphold current best practices for online data and knowledge storage, sharing, and management from multiple sources and contributors (including but not limited to Indigenous communities, researchers, forest practitioners, government staff).

Basic qualifications (required at time of application)

- Any of the following combinations:
 - Master's degree in library, archival or information studies from an ALA-accredited or equivalent institution OR
 - Undergraduate degree in library, archival or information studies from an ALA-accredited or equivalent institution AND at least ONE year of related experience
 - Masters or undergraduate degree OR technical diploma in a related field (e.g., forestry, environmental science, biology, geography) AND at least THREE years of relevant experience with data/online information management.
- Experience managing projects

- Knowledge of research data management principles and best practices, including awareness of emerging issues in Canadian and international research policy that could affect research data management, including Indigenous data sovereignty, equity, diversity, and inclusion, as well as open science initiatives.
- Excellent written communication skills, with the ability to adapt to needs and interests of a diverse audience
- Knowledge of various research data collection methods, types of research data and data storage options applicable to a wide array of sources and disciplines.
- Experience developing and delivering instructional support content such as how-to guides, FAQs and other user resource kits
- Ability to create, sustain and enhance effective working relationships with BVRC and SIP program employees, clientele and partners
- Proficiency with standard office software, including Microsoft Word, Excel and PowerPoint

Preferred qualifications

- Understanding of silviculture and forestry practices in BC
- Experience using Google Suite online productivity tools (Docs, Sheets, calendar, etc.)
- Experience working with First Nations and multi-institution collaborative teams.

Terms of Employment

- This is a full-time, 1-year term position, with the option to renew for two years thereafter.
- The candidate can be based in Smithers, BC, but remote work options may be considered with the ability to travel to Smithers for in-person meetings when necessary.
- Applicants must be legally eligible to work in Canada (at time of the application).
- The successful candidate would start in the late summer/fall of 2024.

Additional Information

At the BVRC we value diversity — in backgrounds and in experience, and we need people from all backgrounds to help achieve our strategic plan of supporting science and extension. BVRC is an equal opportunity employer and committed to diversity, equity, and inclusion in our workplace and in science, conservation, and society. We strongly encourage applications from members of groups that are underrepresented and/or excluded from these sectors. We also encourage people to contact us to discuss alternate academic experiences and training that may be equivalent to a degree-granting program.

Apply

To explore this opportunity further, please send a cover letter and resume demonstrating how you meet the qualification above with title formats as follows: "(Last Name) (First Name)" - Cover and "(Last Name) (First Name)" - Resume Subject: "Your Name" – Application for Innovative Silviculture Data Librarian to: sip.manager@bvcentre.ca.

We appreciate all applications, however only those candidates selected for an interview will be contacted.
