

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1645-01
Headquarters: Whitehorse
Position Title: Senior Research Professional
Incumbent: Vacant
Supervisors Name: Rodney Hulstein
Supervisor's Title: Chair, School of Business & Leadership
Division: Applied Science and Management
Date Description Completed: December 8, 2020

PART II - SUMMARY (broad statement of why position exists)

Reporting to Chair of Business and Leadership, the Senior Research Professional is responsible for the development and implementation of research projects that emanate from business topics and theories. Projects should align with Yukon University's Strategic Directions and values, build northern capacity, and address northern needs and issues.

A. Duties and Responsibilities

1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):

The Senior Research Professional will be responsible for implementing research projects and conducting research activities at Yukon University by:

- In consultation with the supervisor and community partners, identifying and developing specific research projects to meet an identified research program.
- With guidance of advisors, aligning research project goals with Strategic Directions and other guiding documents held or created by Yukon University.
- Conducting research activities to carry out those projects (including field, lab, and/or computer analysis tasks).
- Collaborate and coordinate research activities with technical staff and faculty members (e.g., lab or business faculty).
- With support of supervisor and advisors, identify and acquire the tools, materials and services required to conduct research activities in accordance with Yukon University policy and procedures and funder guidelines, and within available budgets.
- Disseminating research results through peer-reviewed publications, presentations, meetings, community engagement, media interactions, and other internal and public communication avenues.
- Creating and maintaining partnerships with research collaborators and end-users in support of existing and potential research projects and building a network of peer experts both internal and external to Yukon University.
- Contribute to the development of project funding proposals to attract and retain external research project funding.
- Ensuring ethical conduct of research activities in accordance with Yukon University's Research Ethics processes and in compliance with relevant Yukon University policies and procedures.

- Being aware of and following Yukon University and research funder financial administration guidelines, policies and procedures.
- Creating opportunities for student involvement in research and supervising and mentoring student researchers.

Approximate percentage of job time above functions are performed: 80%

2. Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

- Participating in Yukon University faculty and school meetings, outreach activities and events.
- Conducting service activities internal to Yukon University (e.g., participation on committees and hiring panels; delivery of guest lectures).
- Conducting service activities external to Yukon University (e.g., participation in external research committees; conducting peer review).
- Other duties as assigned by the supervisor.

Approximate percentage of job time above functions are performed: 20%

3. Examples of Additional Divisional activities which may be performed:

- Not applicable.

Approximate percentage of job time above functions are performed: 0%

4. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:

One year.

B. Problem-solving and decision-making

1. a) List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:

- Yukon University Strategic Plan and other strategic guidance documents (e.g., Academic Plan, Research Plan)
- Yukon University Policies and Procedures
- Content of Yukon University's Yukon First Nations core competency courses
- Funding agreements and policies of relevant funding agencies
- Yukon University Collective Agreement
- Yukon University Act
- Human Rights Act
- Occupational Health & Safety regulations
- Other discipline-specific governing standards or guidelines as relevant (e.g., Tri-Council Policy Statement on Ethical Conduct of Research Involving Humans and Integrity in Research and Scholarship; Canadian Council for Animal Care; Principles of Ownership, Control, Access and Possession)

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes, the position is responsible for interpreting and administering the above in order to:

- Ensure research projects are operated in accordance with these Acts, Regulations, Policies or Procedures.

- Ensures Yukon University research is conducted ethically and in accordance with research integrity policy.
 - Ensure directions and operations of research at Yukon University are consistent with the Strategic Plan and other strategic governing documents.
2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**
- Supervisor: partnership opportunities, funding opportunities, project development
- b) **Who normally makes the final decisions with respect to those recommendations?**
Supervisor
3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**
Expenditure decisions within authorized spending authority; research and analytical methods and techniques used; dissemination of research results.
- b) **What is the direct impact of those decisions?**
Failure to perform duties will compromise the financial and programming viability of Yukon University, and its activities, and eligibility to administer external research funds.

C. Freedom to Act

1. **Describe the way in which this position receives direction:**
On-going discussions with supervisor
2. **What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?**
- Yukon University Strategic Plan and other strategic guidance documents (e.g., Academic Plan, Research Plan)
 - Yukon University Policies and Procedures
 - Content of Yukon University's Yukon First Nations core competency courses
 - Funding agreements and policies of relevant funding agencies
 - Yukon University Collective Agreement
 - Yukon University Act
 - Human Rights Act
 - Occupational Health & Safety regulations
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3. **How is the work of the position normally checked or evaluated?**
Regular scheduled meetings with supervisor, formal annual reviews, feedback from co-workers
4. **What types of decisions are normally referred to the supervisor? (Give examples)**
Expenditures greater than authorized spending authority.
Politically or reputationally sensitive issues.
Decisions that may impact other program, research or teaching areas within Yukon University.
Program direction, activities and scope changes.
Staff hiring and performance management.
Budget projections, income and expenditures.

D. Financial Accountability

1. a) Annual Budget (for unit under the direct control of the position):	
Fiscal year:	2020/2021
Annual payroll:	\$0
O/M Budget (excluding payroll):	\$0
Capital Budget (excluding payroll):	\$0
Revenues:	\$0
Recoveries:	\$0

**Note this position is not allocated any portion of Yukon University's core budget; all funding is from external third-party funds as described in D2.*

- b) Who prepares this budget?
Not applicable.
- c) What is this position's accountability for budget once allotted?
Not applicable.
- d) Does position have authority/ability to reallocate resources? (describe)
Not applicable.
- e) Signing authority levels:
As per University policy

2. **Other expenditures or revenues influenced by this position and how.**

Third-party research revenue:

- Annual budget variable and dependent on funding success.
- Budgets are prepared by incumbent with review from supervisor and support of Budget Officer.
- Incumbent is responsible for expenditures related to scheduled activities and projects within authorized spending authority, and for seeking approval following Yukon University procedures for expenditures outside of allocated budget.
- This position has authority to recommend to supervisor reallocation of resources in accordance with funder guidelines where appropriate.
- Incumbent should have ability to sign timesheets for direct reports, and LVPs/LVCs within signing authority.
- Signing authority levels are consistent with University policy.

E. Management Supervision of Human Resources

1. No direct supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly:

Term 0-2
Aux/Casual 0-3

Number of positions supervised indirectly:

Term 0
Aux/Casual 0

b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):

- a) show colleagues how to do tasks
- b) train other employees in work procedures
- c) assign work and review for quality/quantity
- d) establish work priorities and schedules
- e) change duties and responsibilities

- f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of probationary period
- h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- j) interview candidates for vacant positions in the unit
- k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) other: *determining whether graduate student requirements are met*

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Receive direction	At least weekly
Project Staff	Supervision & Advice	At least weekly
Administrative Staff	Information exchange	As required
University Staff	Information exchange	As required
Government Officials	Information exchange	As required
Private Industry/other institutions	Information exchange	As required
Professional Colleagues	Information exchange	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Computer/e-mail/Internet systems/AV equipment	Data entry, information retrieval, communications, report preparation, etc.	70%
Office Equipment (photocopier, fax, etc)	Reproductions and communications	2%
Telephone/voice mail systems	Information exchange	5%

H. Working Conditions

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of the time</u>
AV/Research material	5 kg	5%
AV equipment	10 kg	5%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of the time</u>
Sitting	75%
Walking	10%
Standing	10%

Driving

5%

c) Describe any physical hazards present:

Type

Percentage of time

d) Describe special physical conditions leading to discomfort:

Type

Percentage of time

e) Interpersonal Conditions: Check any of the following conditions which are normal and expected in the job and give examples:

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- students or staff under work related stress
- other:

Examples in support of above:

Travel Required

- | | |
|---|-----------------|
| a) average number of trips annually | 3-5 |
| b) average number of days per trip | 3-14 |
| c) average distance per trip | 500-3000 km |
| d) most frequent mode of transportation | driving, flying |

I. Organization Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Chair School of Business and Leadership
Classification Level: BU11

.....
PEER POSITIONS: (all those reporting to the same immediate supervisor)
.....

Title: Instructor
Classification Level: 9

Title: Administrative Assistant
Classification Level: 5

SUBJECT POSITION TITLE: Senior Research Professional

SUBORDINATE POSITIONS:

Title: Casual Researchers
Classification Level: variable
No. of Employees: 0

Title: Research Assistant
Classification Level: BU5
No. of Employees: 0

Title: Research Analyst
Classification Level: BU7
No. of Employees: 0

PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....
Dean/Director or Designate

.....
Incumbent

Date:

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Completed PhD in relevant field preferred; or Indigenous knowledge keeper of equivalent level as recognized by their community; or completed Masters in relevant field and minimum 5 years related experience.
- Knowledge of current discipline-specific research and knowledge.
- Knowledge of multi-disciplinary research methodologies and their application in a northern context.
- Experience partnering with Indigenous communities and governments on research activities.
- Knowledge of research funding programs and corresponding organizations.
- Experience in designing and carrying out complex research projects in an academic environment.
- Experience with project planning and management and demonstrated organizational skills.

- Experience creating student research projects, and supervising and mentoring students.
- Academic writing experience.
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations.
- Discipline-specific computing skills.

B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

- Knowledge of Yukon scientific, research and technical communities.
- Knowledge of education principles and practices and experience teaching at a post-secondary level.
- Membership in relevant professional organizations and/or national and/or international networks.
- Experience developing and sustaining research partnerships, including partnerships with Indigenous communities and governments, private sector, and other government bodies.
- Experience developing and writing successful funding proposals.

PART V – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....
Director, Human Resources Services

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	184
Accountability:	61
Mental Demands:	61
Working Conditions:	0
Total Points:	306
Pay Level:	BU09