

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1979

Position Title: Strategic Projects Officer

Supervisor's Name: Lauren Manekin Beille

Headquarters: Whitehorse

**Supervisor's Title: Department Head,
Innovation and Entrepreneurship
Centre**

Division: Continuing Studies (CS)

Date Description Completed: February 18, 2021

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

Yukon University's Innovation and Entrepreneurship Centre (I&E) supports innovation in Yukon by promoting, developing, funding and servicing the development of Yukon innovations. I&E's vision is to support Yukon innovators and entrepreneurs to develop and commercialize their ideas and innovations to generate private sector economic development. This will lead to a more diversified economy in Yukon. And, given the nature of the innovation sector, opportunities from across the nation enable the team to think bigger on how we serve Yukoners.

This position is responsible for building and strengthening programming for I&E program participants and to develop services that support entrepreneurial and enterprise growth across the territory. The incumbent will be responsible for the coordination and administration of strategic projects within I&E. This position supports the planning, organizing, and implementing initiatives across the department that improve the access, supports and retention of innovators and entrepreneurs in I&E programs as identified in the specific projects.

The incumbent will be an active part of the IncubateNorth team working with internal and external project partners to fulfil the obligations of the incubator as mandated by funders.

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):

- Under the direction of the Department Head, engage with businesses and partners to determine strategic opportunities to expand and diversify the I&E programs;
- Supervise staff hired to execute strategic projects;
- Work collaboratively with University management, contractors, partners, and staff to analyze, synthesize and share I&E program results including:
 - developing and disseminating extensive I&E specific information with and for funders, YukonU faculty and staff, territorial and federal governments, and partner organizations;
 - drafting ongoing narratives surrounding the story of I&E programs to capture lessons learned and knowledge creation;
- Research trends, partner initiatives and funding sources to strategically conceptualize new strategic initiatives that benefit I&E and its mandate;

- Develop and implement sustainability plans for new projects that could include elements of proposal writing and/or leveraging short- and long-term resources to ensure program efficiencies and effectiveness;
- Coordinate the development of courses and programs to support I&E's mandate and the needs of its partners and funders;
- Interpret internal and external data and identify key trends and opportunities and make recommendations on how to enhance the accessibility of I&E programs for Yukoners;
- Collaborate across University divisions to structure and execute I&E initiatives, lead analysis and develop final recommendations and results to enhance partner relationships;
- Work directly with entrepreneurship specific program staff and participants to identify needs, support in business development and advisory activities, track, learn from, and capture lessons learned, challenges and successes in the program;
- Develop and coordinate work plans and reporting of strategic partnership, pipeline and cross-departmental activities;
- Facilitate and deliver presentations to and meetings with potential and existing partner organizations and government funders as needed;
- Work with YukonU Marketing division and Department Head I&E Centre to project and promote I&E initiatives to new and existing audiences and partners;
- Support Department Head I&E Centre in cross-organizational metrics development, tracking and reporting on projects, new initiatives, grants, and partnerships to meet requirement, highlight trends and future opportunities; and
- Develop and co-manage events in support of I&E strategic initiatives.

approximate percentage of job time above functions are performed: 90%

2. Other principal activities (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

- Acquiring supplies, materials, and services;
- Providing input to funders, Department Head I&E Centre, I&E Advisory Council, and the public and reporting results;
- Updating YU staff on the activities of the early start projects;
- Attending University divisional meetings as required; and
- Providing and facilitating meetings and workshops.

Approximate percentage of job time function is performed: 10%

3. 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:

- Approximately 6 months.

B. Problem-solving and decision-making

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

- Yukon University's Policies and Procedures

- I&E Agreements with funders
- OH&S (relevant sections)

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

Yes. Ensures that I&E special projects operate in accordance with the goals and policies of Yukon University and the I&E mandate from funders.

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

Department Head I&E, best opportunities for I&E to pursue; programming suggestions, community and academic partnerships; sources of funding; and budgets, and capital expenditures.

b) Who normally makes the final decisions with respect to those recommendations?

Department Head I&E, Executive Director of Continuing Studies and YukonU as required.

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

- Operations plans of special projects;
- Areas of research and outreach;
- Scheduling and organizing meetings;
- Support for I&E program participants; and
- Provision of accurate information funders, partners, proponents, staff, YU leadership.

b) What is the direct impact of those decisions?

Failure to perform duties will compromise the financial and programming viability of the I&E and its programs.

C. Freedom to Act

1. Describe the way in which this position receives direction:

Ongoing discussions with Department Head, Innovation and Entrepreneurship Centre.

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

See B.1a above

3. How is the work of the position normally checked or evaluated?

Feedback from the Department Head I&E and occasional special project partners.

4. What types of decisions are normally referred to the supervisor? (Give examples)

Partnership negotiations;
Application to funding grants;
Major O&M and Capital expenditures; and

Major changes in course of previously agreed upon plans.

D. Financial Accountability

1. Program dimensions:

a) Annual Budget (for unit under the direct control of the position):

Fiscal year:	Direct
Annual Payroll	\$
O&M Budget (excluding payroll):	\$100,000
Capital Budget (excluding payroll):	\$
Revenues:	\$
Recoveries:	\$

Who prepares this budget?

Incumbent with the support of the Department Head, I&E

What is this position's accountability for budget once allotted?

- Expenditures related to scheduled activities under the control of the incumbent.

b) Does position have authority/ability to reallocate resources?

Yes.

c) Signing authority levels:

Delegated spending authority in accordance with the Approval Authority policy.

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

The Incumbent is responsible for seeking and acquiring additional program funds as needed to support revenue generating activities.

E. Management /Supervision of Human Resources

1. Supervisory duties:

a) Number of positions supervised directly:

Permanent/Term	none
Aux/Casual	none today; 1-2 in the coming year

b) Nature of supervision:

- 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 appraises employees' work performance and discusses appraisal with them, making 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
- _____ l) acts as first formal step in the grievance procedure
- X j) interview candidates for vacant positions in the unit
- _____ k) give opinion to supervisor on selection of new employees, and makes final selection of new employees
- _____ l) other

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Direction	Daily
Project Staff	Information	Daily
Administrative staff	Information & collaboration	Daily
University Staff	Information & collaboration	Daily
Government officials	Information	Weekly
Private industry/other institutions	Information	Weekly
I&E Advisory Council	Information	Quarterly
Professional colleagues	Information	Weekly
I&E Project Fund Recipients	Information & follow-up	Monthly
Public	Information, updates	Weekly

G. Tools, Equipment, or Machinery Used Purpose Percentage of Time

Computer/e-mail/Internet systems	Data entry, word processing	70 to 80 %
Office Equipment (photocopier, fax, etc)	Reproduction	5%
Telephone/voice mail systems	Information	15%

H. Working Conditions

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>What 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>What percentage of the time?</u>
Sitting	80%
Walking	5%
Standing	10%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>What percentage of the time?</u>
Occasional travel in adverse weather	1%

d) Describe special physical conditions leading to discomfort:

Type

What percentage of the 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
- X regular critical deadlines
- X high level of irregular critical deadlines
- X constant interruptions
- X instructions from more than one source
- _____ other

Examples:

f) Travel Required:

- | | | |
|----|--------------------------------------|-----------------|
| a) | average number of trips annually | 3 |
| b) | average number of days per trip | 4 |
| c) | average distance per trip | 200 to 2,500 km |
| d) | most frequent mode of transportation | car/plane |

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: Department Head, Innovation and Entrepreneurship Centre
Classification Level: BU11

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

Title: Innovation Officer
Classification Level: 8
No. of Employees: 2

Title: Strategic Projects Officer
Classification Level: To Be Classified
No. of Employees: 1

Title: Innovation Administrative Assistant
Classification Level: 5
No. of Employees: 1

SUBJECT POSITION TITLE: Strategic Projects Officer

SUBORDINATE POSITIONS:

Title: Casual Project staff
Classification level: possibly 6-7
No. of Employees: 1-2

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).

.....
Dean/Director or Designate

Date:

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.

Incumbent

Date:

.....
PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- University degree in a relevant discipline combined with business experience gained in an innovation environment;
- Strong experience in course and program development with an ability to plan, organize, develop and /or facilitate workshops;
- Exceptional organizational and project management skills;
- Strong analytical reasoning and decision-making skills (financial, planning, operational);
- Ability to supervise and support staff;
- Ability to provide accurate, objective, timely and relevant reports;
- Experience researching and evaluating programs and people in a cross cultural environment;
- Ability to work effectively in an interdisciplinary, cross-cultural environment and team environment;
- Ability to coordinate and administer multiple projects independently with little supervision;
- Demonstrated drive to solve problems collaboratively;
- Strong relationship building skills and an entrepreneurial approach that leverages further opportunities;
- Advanced computer skills that include database and systems development;
- Excellent research, writing and communication skills, both written and oral;
- Ability to react quickly and effectively to critical deadlines, interruptions and directions from multiple sources;
- Understanding of communications strategies, marketing, media relations, and coordination of public events; and
- Current knowledge of local/national/international innovation trends.

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

N/A

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

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:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level: