

**YUKON UNIVERSITY**  
**POSITION DESCRIPTION**

**PART I - IDENTIFYING DATA**

**Position Number:** YC1645  
**Headquarters:** Whitehorse  
**Position Title:** Research Professional Senior  
**Incumbent:** Vacant  
**Supervisors Name:** Brian Horton  
**Supervisor's Title:** Manager, Climate Change Research  
**Division:** YukonU Research Centre  
**Date Description Completed:** March 13, 2020

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

Reporting to a Research Manager or Research Chair, the Research Professional Senior is responsible for the development and implementation of research projects related to a programmatic area of focus, that align with Yukon University's Strategic Directions and values, build northern capacity, and addresses northern needs.

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

- Under the direction of the supervisor and collaborating advisors, outlining 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.
- Identifying and developing a set of research projects that are designed to meet research program goals.
- Conducting research activities to carry out those projects (including field, lab, and/or computer analysis tasks).
- Collaborate and coordinate research activities with technical staff (e.g., lab or GIS technicians).
- 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 technical reports, 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.
- Preparing narrative reports on research activities to funding bodies and Yukon University Senior Management and Board of Directors and contributing to financial reporting and budget development as required by Yukon University Financial Services.
- Creating opportunities for student involvement in research and supervising and mentoring student researchers.
- Collaborating with research staff, technicians and students.
- Contributing to the development of strategic priorities for Yukon University Senior Executive Committee.

**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 Research Centre 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).
- Providing advice on research operations, research development, and strategic growth as requested by the Associate Vice Presidents Research Development and Research Operations.
- 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:**

- Manager: partnership opportunities, funding opportunities, project development
- Associate Vice President Research Development: strategic directions, expenditures above authorized spending authority
- Associate Vice President Research Operations: administrative and operations procedures, strategic directions
- Other Senior Executive Committee members: strategic direction and opportunities

**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 the Yukon Research Centre, 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):**

<b>Fiscal year:</b>	<b>2020/2021</b>
<b>Annual payroll:</b>	<b>\$0</b>
<b>O/M Budget (excluding payroll):</b>	<b>\$0</b>
<b>Capital Budget (excluding payroll):</b>	<b>\$0</b>
<b>Revenues:</b>	<b>\$0</b>
<b>Recoveries:</b>	<b>\$0</b>

*\*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 College 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 college policy.



H. **Working Conditions**

a) Describe **weights lifted**:

<b><u>Type</u></b>	<b><u>How Heavy</u></b>	<b><u>Percentage of the time</u></b>
Lab field equipment	20kgs	5%
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?

<b><u>Type</u></b>	<b><u>Percentage of the time</u></b>
Sitting	75%
Walking	10%
Standing	10%
Driving	5%

c) Describe any **physical hazards** present:

<b><u>Type</u></b>	<b><u>Percentage of time</u></b>
Working in the field	25%

d) Describe special **physical conditions leading to discomfort**:

<b><u>Type</u></b>	<b><u>Percentage of time</u></b>
Working outdoors (rain, snow, cold, wild animals)	25%

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: Associate Vice President Research Development OR Manager, Climate Change Research  
Classification Level: ME // BU10

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

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**Title:** Research Technician, GIS & Climate Change (formerly GIS Technician)  
**Classification Level:** 7

**Title:** Climate Change Education and Project Coordinator  
**Classification Level:** 8

**SUBJECT POSITION TITLE: Research Chair**

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**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 federal and territorial research funding programs and corresponding departments.

- 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.
- Knowledge of laboratory and field safety rules and procedures.
- Strong interpersonal, public relations and presentation skills.

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

- Valid Class 5 Driver's License
- Standard First Aid & CPR (minimum), or equivalent

**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 – COLLEGE 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

.....  
College 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