

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1658

Headquarters: Whitehorse

Position Title: Research Chair

Incumbent: Vacant

Supervisors Name:

Supervisor's Title: Associate Vice-President, Research Development or 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 Associate Vice President Research Development or Manager, Climate Change Research, the Research Chair is responsible for the development and implementation of research program related to Yukon University priority areas of focus, that aligns with Yukon University's Strategic Directions and values, builds 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 Chair will be responsible for building an applied research program, and conducting research activities at Yukon University by:

- Outlining a specific research program to meet an identified research need
- Aligning research program 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
- Identifying and acquiring 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
- Leading 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

- Holding financial accountability for research program funding and ensuring research funding is spent in accordance with Yukon University and research funder guidelines, policies and procedures
- Reporting 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
- Hiring and supervising 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
- Co-supervising graduate students from other institutions
- 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 related duties as assigned

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 programs are operated in accordance with these Acts, Regulations, Policies or Procedures;
- Ensures Yukon University researcher is conducted ethically;
- 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:

- Associate Vice President Research Development: partnership opportunities, funding opportunities, project 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.

Program direction, activities and changes; staff performance management; student supervision; budget projections, income and expenditures; 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?

As per Section B.1a)

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

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 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 but can be hundreds of thousands of dollars.
- 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 reallocate resources within authorized spending authority over which position has budgetary ownership, and in accordance with funder guidelines where appropriate.
- Signing authority levels are consistent with college policy.

E. Management Supervision of Human Resources

 1. No direct supervisory duties.

 X 2. Supervisory duties.

a) Number of positions supervised directly:

Term 0-5

Aux/Casual 0-10

Number of positions supervised indirectly:

Term 0-2

Aux/Casual 0-5

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

- x a) show colleagues how to do tasks
- x b) train or ensure proper training of other employees in work procedures
- x c) assign work and review for quality/quantity
- x d) establish work priorities and schedules
- x e) change duties and responsibilities
- x 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
- x g) recommend appointment or rejection upon completion of probationary period
- x h) interview employees with attendance or performance problems
- x i) act as first formal step in the grievance procedure
- x j) interview candidates for vacant positions in the unit
- x k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- x l) other: *determining whether graduate student requirements are met*

F. Key Personal Contacts

Who (what positions or groups)

Purpose

Frequency

Supervisor	Receive direction	At least weekly
Project Staff	Supervision & Advice	At least weekly
Administrative Staff	Information exchange	As required
College 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

Name

Purpose

Frequency

Lab equipment

Conducting field research

20%

Computer/e-mail/Internet systems/AV equipment	Data entry, communications, report preparation, etc.	60%
Office Equipment (photocopier, fax, etc)	Reproductions and communications	5%
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>
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?

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

c) Describe any physical hazards present:

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

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
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 6-7
- 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

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

Title: IRCC Northern Energy Innovation
Classification Level: 11

Title: IRCC Northern Mine Remediation
Classification Level: 11

SUBJECT POSITION TITLE: Research Chair

SUBORDINATE POSITIONS:

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

Title: Project Coordinator
 Classification Level: BU8
 No. of Employees: 0

Title: Research Analyst
 Classification Level: 7
 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, or Indigenous knowledge keeper of equivalent level as recognized by their community
- 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
- Knowledge of current discipline-specific research and knowledge
- Experience in developing research programs and designing and carrying out complex research projects in an academic environment
- Experience with project management and demonstrated organizational skills
- 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
- Experience creating student research projects, and supervising and mentoring students
- Excellent supervisory skills
- Academic writing experience
- Community engagement, communications and public outreach experience
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations
- Discipline-specific computing skills
- Experience creating budgets and managing finances
- Demonstrated ability in building teams, strategic planning and setting and achieving goals

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 (at minimum)

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

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:	212
Accountability:	92
Mental Demands:	92
Working Conditions:	
Total Points:	396
Pay Level:	11