

**YUKON COLLEGE**  
**POSITION DESCRIPTION**

**PART I - IDENTIFYING DATA**

**Position Number:** YC1926  
**Position Title:** Project Officer  
**Incumbent:** Vacant  
**Division:** YukonU Research Centre

**Headquarters:** Whitehorse, YT  
**Supervisor's Name:** Dr. Fabrice Calmels  
**Supervisor's Title:** Research Chair  
**Date Description Completed:** July 22, 2020

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

As a member of the YukonU Research Centre (YRC) team, the Project Officer will provide support to research teams and programs that will enhance YukonU's research capacity and impact.

**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):**

Facilitates YRC research capacity and impact by:

- Assisting in the pursuit of opportunities to secure strategic research partnerships by assisting researchers within the organization in the development of research grant proposals;
- Supporting the development of research ethics applications;
- Maintaining knowledge of research funding programs, including information on eligibility, deadlines, application procedures, etc.;
- Providing timely notices of research funding request deadlines to YRC faculty and staff;
- With YRC administrative support staff, coordinating and liaising with procurement officials and third-party funders to prepare and administer procurement processes, third party contracts, partnership grants, etc.;
- Coordinating research support tasks with other service areas of the university (e.g. Procurement, Security, Research Services, Human Resources, etc.);
- Maintaining awareness of records for all agreements related to projects and recording reporting deadlines, deliverables and related information in database;
- Providing research leaders with information and assistance to ensure compliance with award agreement in accordance with the goals and policies of Yukon University;
- Assisting in writing and editing of reports for end users, funders, research partners and collaborators;
- Working with YRC Budget Officer to ensure that reporting on research projects takes place in a timely and accurate manner and assisting research leaders to ensure that all financial statements and reporting requirements are met;
- Assisting in the execution of projects by assisting with managing the day-to-day operations and activities of research teams, organizing logistics related to field research activities, assisting in administrative and field logistical support, assisting in the recruitment and hiring of personnel and students, and coordinating internal team meetings;
- Organizing meetings (internal and external), booking rooms and/or facilities, audio-visual equipment, preparing agendas and background information as required, ensuring proper physical arrangements are made, attending meetings, speaking at meetings as

necessary, recording minutes, preparing, organizing and distributing documentation to members, and conducting follow-up action(s);

- Assisting in onboarding new staff by orienting them to process tasks, key staff, and general operating structures of YukonU Research Centre.

**Approximate percentage of job time above functions are performed: 75%**

**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%):**

- Liaising with existing and potential funding bodies, collaborators, other institutions, and other departments within Yukon University in order to gather or verify information regarding funds available and expectations for access to those funds;
- Supporting research-related communications done by University and External Relations;
- Providing promotional materials and project updates to University and External Relations;
- Organizing and maintaining an office area;
- Providing information and updates to YukonU Research Centre senior administrators to support reporting to YukonU governance bodies (e.g., Board of Directors, Senate, Senior Executive Committee);
- Assisting with travel, fieldwork and conference logistics; occasional travel to provide non-technical support.
- Acquiring supplies, materials and services as needed.

**Approximate percentage of job time above functions are performed: 25%**

**3. Examples of Additional Divisional Activities which may be performed:**

Attend and participate actively in regular YRC meetings  
Review draft policy documents as YukonU staff member  
Provide input and feedback on YukonU Research Centre or institutional planning processes

**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:**

Approximately 6 months.

**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 & Scholarly Activity Action 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
- 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.**

- Ensures the agreements are operated in accordance with the goals and policies of Yukon University, principal partners and funding agencies.

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

Supervisor: availability of funding programs; project reporting requirements; approach to proposal development; tactics for project team or research partner engagement

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

Research leader or direct supervisor

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

Timing of project team meetings; fieldwork logistics.

**b) What is the direct impact of those decisions?**

Failure to perform duties will compromise the research, financial and program credibility of the YRC.

### **C. Freedom to Act**

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

From direct supervisor through regular check-in meetings.

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

As per Section B1a

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

By direct supervisor through on-going monitoring and interactions, and through performance planning process.

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

Politically sensitive issues that would affect the program  
Final decisions on proposals to pursue, project budgets, final reporting, partnerships to pursue.

**D. Financial Accountability**

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

Fiscal year:  
 Annual payroll: \$ 0  
 O/M Budget (excluding payroll): \$ 0  
 Capital Budget (excluding payroll): \$ 0  
 Revenues:  
 Recoveries:

**b) Who prepares this budget?**

No budget under direct control of this position.

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

No budget under direct control of this position.

**d) Does position have authority/ability to reallocate resources? (describe)**

No budget under direct control of this position.

**e) Signing authority levels:**

Delegated spending authority as a cost centre supervisor for program acquisition (\$2,500) on budget under direct control of supervisor.

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

**E. Management Supervision of Human Resources**

a) Number of positions supervised directly:

  0   Permanent/Term  
  1   Aux/Casual (contract project staff)

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 evaluation; <p style="text-align: center;"><b>-or-</b></p> Formally appraise employees' 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; <p style="text-align: center;"><b>- or -</b></p> Make final decision on selection of employees.
	l)	Other.

**F. Key Personal Contacts**

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Receive direction	Daily
Project staff	Information	At least weekly
Administrative staff	Information	At least weekly
University Staff	Information	As required
Government officials	Information	At least annually
Private industry/other institutions	Information	As required
Professional Colleagues	Information	As required

**G. Tools, Equipment, or Machinery Used**

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Computer/e-mail/internet systems	Data entry	70%
Office equipment (photocopier, fax, etc)	Reproduction	5%
Meetings (driving to meetings, operating projectors, web and tele-conferencing software and equipment)	Information	15%
Telephone/voice mail systems	Information	10%

**H. Working Conditions**

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

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

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

<u>Type</u>	<u>Percentage of time</u>
Sitting	80%
Walking	5%
Standing	10%
Travel	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Occasional travel to meetings in adverse weather	1%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
n/a	

- 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 for 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
	students or staff under work related stress
	Other: mental stress due to nature of problem solving and multi-tasking

*Examples in support of*

- f) **Travel Required**

a)	average number of trips annually	1-3
b)	average number of days per trip	2-3
c)	average distance per trip	1000 - 3500
d)	most frequent mode of transportation	Car/air

**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: Research Chair OR Manager  
 Classification Level: BU11 OR BU10

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

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Title: Administrative Assistant  
 Classification Level: 5

Title: Climate Change Research & Education Project Coordinator  
 Classification Level: 8

Title: Climate Change and Permafrost Technical Analyst  
 Classification Level: 7

**SUBJECT POSITION TITLE: Project Officer**

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**SUBORDINATE POSITIONS:**

**PART III – SIGNATURES**

1. Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

2. Incumbent (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

\_\_\_\_\_  
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**

- Relevant post-secondary education with 2 years research experience or an appropriate combination of education and research work experience.
- Familiarity with funding agency policies, processes and procedures
- Experience contributing to preparation of project proposals
- Experience coordinating research projects
- Familiarity with research ethics considerations and compliance
- Experience understanding budgets and project reporting.
- Ability to read and interpret documents related to terms of agreements, financial obligations, legal liability, etc.
- Proficiency in digital environments
- Excellent written and oral communication skills including the ability to effectively communicate to both technical and lay audiences
- Knowledge of Yukon scientific and technical communities.
- Strong analytical skills.
- Ability to establish and maintain effective working relationships with a variety of government and non-government organizations.
- Experience working with First Nations

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

Class 5 Drivers' License

**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.

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Director, Human Resources Services

University President

Date: .....

Date: .....

**FOR HUMAN RESOURCE SERVICES USE ONLY:**

Evaluation Point Results:	
Knowledge and Skills:	122
Accountability:	40
Mental Demands:	30
Working Conditions:	0
Total Points:	192
Pay Level:	07