

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1317

Headquarters: based in Yukon community outside of Whitehorse (2 positions)

Position Title: First Nation Community Research Coordinator

Supervisor's Name: Michelle Leach

Supervisor's Title: Operations Manager, SPOR Support Unit

Division: SPOR Support Unit

Date Description Completed: January 11, 2022

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

This position supports YukonU's commitment to indigenization, as well as supporting the Strategy for Patient Oriented Research (SPOR) Support Unit in privileging Yukon First Nation health research priorities. As a member of the SPOR Support team, this position supports excellent health research services in the SPOR Support Unit, with particular focus on rural and community health research partnerships and projects. The First Nation Community Research Coordinator (FNCRC) is responsible for the development and implementation of health research projects that address northern, Indigenous needs from a community perspective. Additionally, the FNCRC will support capacity development in Yukon communities for citizens to actively engage in the complete research process which privileges Indigenous ways of knowing.

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):

As a member of the SPOR Support Unit, this position ensures that the Yukon SPOR SUPPORT Unit develops strong working relationships with Yukon First Nations and existing Indigenous research entities and is responsive to their needs by:

- Acting as a primary contact and liaison within designated Yukon communities for the SPOR Support Unit, including promoting the vision and mission of SPOR, building and sustaining relationships with First Nation governments and community members while seeking to understand local/community health research priorities and communicating these to SPOR Support Unit staff
- Developing and promoting patient-oriented research methods and approaches grounded in the principles of the United Nations Declaration on the Rights of Indigenous peoples and the principles of ownership, control, access, and possession (OCAP)
- Providing advice and training on specific local/community engagement and cultural protocols, and using these tools to assist health researchers in doing patient-oriented research that includes community members as research partners and advisors
- Collaborating with SPOR staff and other researchers to develop research proposals for local projects, including grant applications, ethics applications and activity reporting
- Collaborating and coordinating with health researchers within and outside the SPOR Support Unit on research projects by supporting research process and data collection; and acquiring the tools and services required to conduct research within YukonU and funder guidelines, including ethical requirements, tracking budgets and activities
- Supporting indigenization of pedagogical and institutional approaches and best practises in research and scholarly activities that support co-created research and building of a network of experts that supports both Western and Indigenous knowledge systems

- Identifying and supporting opportunities for Indigenous student involvement in research, by mentoring and supervising Indigenous students in how to engage in community research
- Disseminating research results through technical reports, peer-reviewed publications, presentations, meetings, community engagement, media interactions, and other internal and public communication avenues
- Participating in team planning and development exercises, and providing advice to the Scientific Director, SPOR, on new opportunities for services or supports

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%):

- Supporting research-related communications done by SPOR Support Unit;
- Providing promotional materials and project updates to SPOR;
- Organizing and maintaining an office area;
- Providing information and updates to supervisor and senior leaders to support reporting to SPOR or granting agencies;
- 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: 15%

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

Attend and participate actively in regular departmental meetings
 Participate in SPOR committees and groups
 Review draft policy documents
 Provide input and feedback on research and/or institutional planning processes

Approximate percentage of job time above functions are performed: 5%

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:

- The SPOR Support Unit vision, mission, values and strategic plans
- Yukon University Strategic Plan and other strategic guidance documents, as well as policies and procedures

- Content of Yukon University's Yukon First Nations core competency courses
- 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 advice given and activities the position is associated with are in accordance with the goals and policies of the SPOR Support unit, the policies of Yukon University, and the requirements of funding agencies.

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

Supervisor: revisions to or introduction of services and supports provided by unit; methods for measuring and monitoring success; establishment of goals and best practices for unit
YukonU staff and students: recommendations on indigenization of research and scholarly activities

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

Scientific Director or Operations Manager, SPOR Support Unit

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

Advice and assistance given to YukonU staff, research assistants, etc.
Setting of daily work priorities

b) What is the direct impact of those decisions?

Failure to perform duties will compromise YukonU's indigenization efforts and may impact the quality of health research and relationships with Yukon First Nation communities.

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 Department workplans

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:

As outlined in Yukon University's Approval Authority policy.

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 or research student/assistant)

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; -or- 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; - or - 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	30%
Office equipment (photocopier, fax, etc)	Reproduction	5%
Meetings (driving to meetings, operating projectors, web and tele-conferencing software and equipment)	Information	20%
Telephone/voice mail systems	Information	15%

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?

Type Percentage of time

Sitting	75%
Walking	5%
Standing	10%
Travel	10%

- c) Describe any physical hazards present:

Type Percentage of time

Occasional travel to meetings in adverse weather	1%
--	----

- d) Describe special physical conditions leading to discomfort:

Type Percentage of time

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: Operations Manager SPOR

Classification Level: BU09

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

Title: Project Officer

Classification Level: BU07

SUBJECT POSITION TITLE: First Nation Community Research Coordinator

SUBORDINATE POSITIONS: N/A

PART III – SIGNATURES

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

Dean/Director or Designate

Date: _____

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.

Incumbent

Date: _____

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Degree in health-related area with significant research experience; or an appropriate combination of education and experience such as Indigenous governance and knowledge systems
- Indigenous and/or northern/remote lived experience (self-identifying as Indigenous and/or experience living and/or working closely with Indigenous people and/or communities)
- Experience supporting researchers or scholarly activity leaders in an academic, industrial, or community setting considered an asset
- Expert knowledge in local, national and international guidelines, recommendations and legislation and practices relating to rural/remote and Indigenous research
- Expertise in health and/or research collaborations with Indigenous communities and leadership
- Demonstrated cultural competencies that affirm Indigenous ways of knowing and doing
- Ability to use tact, good judgement and discretion
- Experience with strategic or goal planning, monitoring and evaluation
- Familiarity with research ethics considerations and compliance
- Proficiency in digital/electronic, written and oral communication skills
- Strong analytical and problem-solving skills

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

NA

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

TCSP-2 and OCAP training and certification

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: 122

Accountability: 40

Mental Demands: 30

Working Conditions: 0

Total Points: 192

Pay Level: BU07