

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1644
Headquarters: Whitehorse
Position Title: Research Professional, Northern Building Science
Incumbent: Vacant
Supervisors Name: Brian Horton
Supervisor's Title: Manager, Climate Change Research
Division: YukonU Research Centre
Date Description Completed:

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

At YukonU Research Centre we create and share knowledge that helps us understand the world around us. We are excited by opportunities to solve unique problems. We are dedicated to supporting local innovation and increasing student research capacity, building a stronger, more resilient north, where we all thrive, together.

Reporting to a Research Manager, Research Chair, or Senior Research Professional, the Research Professional is responsible for supporting 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.

The Research Professional, Northern Building Science will work in close collaboration with research partners to develop tools to understand building exposure and resilience to climate change impacts including increased temperature and precipitation, as well as extreme events including flooding, wildfire, and permafrost thaw.

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 will support the implementation of research projects and research activities at Yukon University by:

- Under the direction of the supervisor and collaborating advisors, designing specific methodological approaches to support research projects.
- Under the direction of the supervisor and collaborating advisors, conducting research activities to carry out those projects (including field, lab, and/or computer analysis tasks).
- Collaborating with technical staff (e.g., lab or GIS technicians) to complete research tasks such as collection and analysis of data, interpretation of results, and write-up of findings.
- With support of supervisor and advisors, identifying the tools, materials and services required to conduct research activities.
- Providing supervisors with technical support for the purchase of tools, materials and services in accordance with Yukon University policy and procedures and funder guidelines, and within available budgets.

- Contributing to the dissemination of research results through co-authorship of technical reports, peer-reviewed publications, presentations, meetings, community engagement, media interactions, and other internal and public communication avenues.
- Contributing 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.
- Supporting opportunities for student involvement in research and supervising and mentoring student researchers by providing task-specific guidance or training and mentorship.

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).
- 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
- 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:

- Ensures Yukon University research is conducted ethically and in accordance with research integrity policy.
2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**
 - Senior Research Professional: research concepts and methodologies, project development
 - Manager: partnership opportunities, funding opportunities, project development
 - 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
 - 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)
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):**

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 University 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 university policy.

E. Management Supervision of Human Resources

 1. **No direct supervisory duties.**

 X 2. **Supervisory duties.**

a) **Number of positions supervised directly:** Term 0
Aux/Casual 0-3

Number of positions supervised indirectly: Term 0
Aux/Casual 0

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 other employees in work procedures
- X 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 appraise employees' work 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 new employees
- l) other:

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Receive direction	At least weekly
Senior Research Professional	Receive direction	At least weekly
Project Staff	Supervision & Advice	At least weekly
Administrative Staff	Information exchange	As required
University 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

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
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	2%
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 | 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: Manager, Climate Change Research OR Research Chair, OR Research Professional, Senior.
Classification Level: BU10

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

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 Professional

SUBORDINATE POSITIONS:

Title: Casual Researchers	Title: Student Research Assistant
Classification Level: variable	Classification Level:
No. of Employees:	No. of Employees:

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 Master's in relevant field preferred; or Indigenous knowledge keeper of equivalent level as recognized by their community; or completed Bachelors or Diploma in relevant field and minimum 5 years related experience.
- Knowledge of current discipline-specific research and knowledge.
- Knowledge of research methodologies and their application in a northern context.
- Experience supporting partnered research projects with Indigenous communities and governments on research activities.
- Experience in designing and carrying out complex research projects in an academic environment.
- Experience creating student research projects, and training 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.

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

Valid Class 5 Driver's License

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 methodological principles and practices related to the field of study or research discipline.
- Membership in relevant professional organizations and/or national and/or international networks.
- Experience supporting the development of funding proposals.

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:	160
Accountability:	53
Mental Demands:	53
Working Conditions:	0
Total Points:	266
Pay Level:	BU08