

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1939
Position Title: Permafrost, Research Assistant
Department: Northern Climate Exchange
Supervisor's Title: Research Chair, Permafrost & Geoscience

Division: Yukon Research Centre
Location: Whitehorse
Date Completed: February, 2022

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

The Yukon Research Centre is a division of Yukon University dedicated to answering northern research questions, supporting local innovation and increasing student research capacity. As part of the Yukon Research Centre, the Northern Climate ExChange (NCE) is a leader in the study of climate change in the North. This unit investigates the impacts of and adaptations to climate change; promotes and supports the exchange of local and scientific knowledge on the subject; and offers decision-making support, policy options and education.

As a member of the NCE team, the Research Assistant will assist with research projects and contribute to reporting for government and/or industry funded programs supporting research activities.

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):

Perform research activities and/or laboratory experiments under direct supervision by:

- Assisting with the design of research activities or experiments, and/or development of new research techniques;
- Conducting background research, literature reviews and/or interviews for research projects;
- Conducting research or laboratory experiments as outlined by assigned researcher;
- Compiling, reviewing and analyzing geospatial information using ArcGIS software and tablet-based field collector applications.
- Collecting and recording research results using established criteria;
- Setting up, testing, operating and maintaining laboratory and field research equipment
- Assisting in coordination and execution of field research activities
- Troubleshooting problems with equipment employed in research activities
- Complying with laboratory and field safety rules and procedures

Approximate percentage of job time above functions are performed: 85%

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%):

- Contributing to reports and presentations on an as-needed basis.

- Contributing to the development of research project proposals, work plans and milestones.
- Identifying new research opportunities and next steps for existing research projects

Approximate percentage of job time above functions are performed: 10%

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

Attend and participate actively in regular research office meetings.
Other activities related to the efficient functioning of the research activities of YRC.

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 1 month

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 Policies and Procedures
- Copyright Laws
- Occupational Health & Safety regulations (relevant sections)
- Yukon University Collective Agreement (relevant sections)
- Human Rights Policy
- Yukon Research Centre Laboratory and Field Safety manuals

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

- Ensures that YRC research initiatives are operated in accordance with the goals and policies of Yukon University
- Ensures that Laboratory and Field Safety manuals are followed during all research activities conducted through the position
- Initiates safety measures related to own activities when appropriate

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

- Supervisor: provide suggestions and recommendations regarding appropriate design of research activities making up project proposals, including the development of work plans and milestones

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.

- None.

b) What is the direct impact of those decisions?

None.

C. Freedom to Act

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

Ongoing monitoring by, and communication with, Supervisor, including participation in regular departmental meetings.

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

As per Section B.1 a)

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

Performance reviews from Supervisor, departmental meetings and feedback from other staff and research partners.

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

All decisions regarding workplan, acquisition of supplies, finances, design of research program and parameters, final review of contributions to reports.

D. Financial Accountability

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

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

b) Who prepares this budget?

Supervisor.

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

None.

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

No.

e) Signing authority levels:

None.

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
0 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):**

X	a)	Show colleagues how to do tasks.
X	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/Assigned Researcher	Receive direction	At least weekly
Project staff	Information	As required
Administrative staff	Information	As required
University Staff	Information	As required
Research partners	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, background research	20%
Laboratory/field equipment	Conducting experiments and fieldwork	60%
Office equipment (photocopier, fax, etc)	Reproduction	5%
Telephone/voice mail	Information	5%

systems		
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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>
Field equipment	20 kg	0 – 30%
Lab equipment	10 kg	0 – 30%
Samples	5 kg	0 – 30%

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	40 – 90 %
Walking	5%
Standing	10 - 50%
Driving	5%

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

<u>Type</u>	<u>Percentage of time</u>
Occasional travel in adverse weather	1%
Field work under a range of environment conditions	20%

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

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

e) **Interpersonal Conditions**: Check any of the following conditions, which are normal and expected in the job and **give examples**:

<input type="checkbox"/>	high level of dissatisfied clients
<input type="checkbox"/>	high level of emotional clients
<input type="checkbox"/>	potential for physical abuse from clients
<input checked="" type="checkbox"/>	regular critical deadlines
<input checked="" type="checkbox"/>	high level of irregular critical deadlines
<input type="checkbox"/>	constant interruptions
<input type="checkbox"/>	instructions from more than one source
<input type="checkbox"/>	students or staff under work related stress
<input type="checkbox"/>	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	1-5
b)	average number of days per trip	2-15
c)	average distance per trip	500-2000
d)	most frequent mode of transportation	Car

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, Permafrost & Geoscience
Classification Level: BU11

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

Title: Climate Change Permafrost Technical Analyst
Classification Level: BU07

Title: Project Officer (x2)
Classification Level: BU07

SUBJECT POSITION TITLE: Permafrost Research Assistant

SUBORDINATE POSITIONS: N/A

PART III – SIGNATURES

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

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 university education with 2 years research experience or an appropriate combination of education and research work experience.
- Knowledge of geospatial analysis and experience with ArcGIS software.

- Knowledge and familiarity with research compliance issues.
- Knowledge of Health & Safety legislation and procedures
- Knowledge of Yukon scientific and technical communities.
- Knowledge of First Nation traditional beliefs and practices.
- Clear understanding of the culture, opportunities and challenges associated with a research university.
- Experience in academic research activities.
- Good organizational and project management skills.
- Strong analytical skills.
- Academic writing experience
- Experience in a computerized work environment and proficiency in web based applications, e-mail, data based, word processing and visual presentation software;
- Excellent written and oral communication skills including the ability to read, understand and effectively communicate to both professional and lay audiences, complex scientific ideas.
- Experience in a research environment

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.

- Experience in northern scientific research, ideally related to climate change or cold climate technology innovation.
- Master's degree is an asset.
- CPR

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 Vice - President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills: 92

Accountability: 26

Mental Demands: 17

Working Conditions: 0

Total Points: 135

Pay Level:	5
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