

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1391
Headquarters: Ayamdigut Campus
Position Title: Facilitator, First Nations Initiatives
Supervisor's Title: Director, First Nations Initiatives
Division: Indigenous Engagement, and Partnership
Date Description Completed: November 23, 2004
Date Description Revised: June 15, 2022

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

Reporting to the Director, First Nations Initiatives (FNI), this position is responsible for developing and implementing programming initiatives to meet the needs of Yukon's First Nations and the identified core competency requirements in First Nations' governments. The position assists in the development of a long-range Program Plan and performs other related duties as required.

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):

Coordinates and implements the development and delivery of identified programmes and services in the Program Plan by:

- a) Creating a work plan for the implementation;
- b) Identifying and liaising with funding sources and other partnerships available for the implementation and on-going support of the program/service;
- c) Drafting, submitting to the Director, FNI, for approval, third party funding proposals;
- d) Arranging and coordinating program/service delivery using cross-divisional University and external providers of expertise as appropriate;
- e) Organizing and attending meetings of the delivery providers, funders, steering committees and others, as applicable, to design the program, monitor progress and implementation, deal with challenges, and evaluate success;
- f) Exploring, in consultation with the Director, Community, and key stakeholders,, the current available distance delivery technologies, community campus resources and other access strategies available to deliver programming with a focus on creating opportunities for First Nations students to gain education in their own communities;
- g) Tracking progress, troubleshooting issues, and overseeing all details of successful program development and delivery involving multiple partners;
- h) Drafting contribution agreements and contracts;
- i) Complying with all report, information and operational requirements of contractual commitments and funding received;

- j) Preparing, submitting to the Director, FNI for approval, and processing, all contracts, invoices, billings and other financial and contractual requirements in accordance with Yukon University's Policies and Procedures;
- k) Responding to enquiries from delivery providers, funders, First Nations, community groups, program participants and others.
- l) Supervising casual/contract employees to assign work, establish delivery schedules, evaluate work and adjust work plans when required.

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%):

Assists in the general development and implementation of a Program Plan by:

- a) Providing information, developing and maintaining positive, dynamic and exciting, on-going relationships with Yukon's First Nations, supporting agencies and University staff; and ensuring the sharing of information on common needs for relevant programs to facilitate the creation of educational programming for Yukon's First Nations;
- b) Conducting and analyzing needs assessments, in consultations with Yukon First Nations and their communities, to determine what programs, courses and services are required to assist them in obtaining training for their citizens;
- c) Liaising with external organisations and other post-secondary institutions to research program initiatives;
- d) Researching availability of potential funding resources and other partnerships available for implementation and support of the Program Plan;
- e) Researching and identifying methods of enhancing the presence of First Nations' language, culture and heritage in the cultural events, services and activities of the University in consultation with the University staff;
- f) Participating, on behalf of the University, on committees and other activities related to First Nations programming;
- g) Participating in the evaluation of programs and services developed and delivered by the University with respect to First Nations programming.

Approximate percentage of job time above functions are performed: 20%

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

- Participating as a team member in departmental planning;
- participating in relevant professional activities;
- performing such other related duties and tasks appropriate to the position as may be assigned by the Director, First Nations Initiatives.

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:**

10 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 Act
- Academic Regulations and Procedures
- Yukon University Policy and Procedures (appropriate sections)
- Yukon University Calendar
- Canada Copyright Act
- Yukon Human Rights Act
- The Umbrella Final Agreement and Self-Government Agreements
- Yukon University Board of Governors Ends Statements

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

No. The position must work within the parameters of the above.

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

Recommends funding sources for program development to the Director, FNI.

Recommends most suitable modes of delivery and access strategies to the Director, FNI.

Recommends methods of enhancing programs and services to First Nations to Director, FNI.

Recommends programs, courses and services to be incorporated into the Program Plan based on results of needs assessments to Director, FNI.

Recommends changes in programs or procedures to enhance programs and services for First Nations.

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

The Director, First Nations Initiatives,

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

- Own work priorities within direction set by the Director;
- Design of program/service to be provided and selection/recruitment of suitable delivery providers;
- Content of reports to funding providers;
- Content and process of needs assessments;
- Advice and assistance provided to First Nations and University staff;

b) What is the direct impact of those decisions?

Effective, positive relationships with Yukon First Nations and University staff that are essential for the success of the initiatives. Delivery of suitable, timely and excellent programming that enhances the trust with clients for further undertakings.

C. Freedom to Act

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

The Director sets goals, objectives and long-term priorities. The position works independently within general direction provided by the supervisor.

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

See B (1) (a)

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

Regular informal feedback from supervisor, peers, First Nations contacts, and University staff; annual performance evaluation by supervisor, and institutional key performance indicators.

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

Decisions with significant impact on other divisions of the University or requested changes to University-wide policy; third party funding proposals; final approval of budget expenditures beyond own authority level, final approval of University partnerships.

D. Financial Accountability

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

Fiscal Year	
Annual Payroll	\$ N/A
O&M Budget (excluding Payroll)	\$N/A
Capital Budget (excluding Payroll)	\$N/A
Revenues	\$N/A
Recoveries	\$N/A

b) Who prepares this budget?

Recommends budget items to the Director First Nations Initiatives.

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

N/A.

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

No

e) Signing authority levels:

To amount authorized under University policy.

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

Programs are offered based on funding raised through 3rd party sources. A positive and trusting relationship with this position is essential in order to gain the participation of the funders.

E. Management Supervision of Human Resources

1.No direct supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly:

Permanent: _____

Aux/Casual: 1-2 casuals or contractors (see below for details)

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 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 (describe)

**Program initiatives may require the hiring of a contractor for curriculum development or of a casual to assist in the implementation or teaching. In these cases, this position will oversee the work for quality, timeliness and appropriate content and approach.

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Director, First Nations Initiatives Assignments, work review,	problem resolution, guidance	Daily
Deans, Directors	Discussion of Program Plan development and implementation	Daily
University Staff	Information, collaboration	Daily
First Nations	Needs assessment, guidance	Weekly
Funding Agencies	Information	Monthly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Standard office equipment (computer, printer, fax)	Word processing, e-mail, spreadsheets, data bases, internet	60%
Telephone	Arrangements, information	5%
Photocopier	Duplication of materials	1%

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>
N/A. Standard office environment.		

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%
Standing/walking	10%
Driving	10%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Travel in various weather conditions	10%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Some long days and occasional evenings and weekends.	10%

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: consultation meetings, preparation of funding proposals. Must work collaboratively with a variety of University staff and First Nations representatives and groups.

f) Travel Required

- | | | |
|----|--------------------------------------|---------------|
| a) | average number of trips annually | 12 |
| b) | average number of days per trip | 3 |
| c) | average distance per trip | 700 km return |
| 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: Director, First Nations Initiatives
Classification Level: BU08

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

Title: Facilitator	Title:	Title:
Classification Level: BU07	Classification Level:	Classification Level

SUBJECT POSITION TITLE:

Facilitator, First Nations Initiatives

SUBORDINATE POSITIONS:

Occasional casual staff or contractor(s)

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).

.....
Dean/Director or Designate

Date:

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.

.....
Incumbent

Date:

PART IV - QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Knowledge of current needs and issues of Yukon First Nations
- Knowledge of Yukon First Nations' traditions and culture
- Basic knowledge of Yukon First Nations' Final and Self-Government Agreements
- Excellent knowledge of the educational administration issues of a University
- Knowledge of distance learning methodologies and technologies and willingness to use and stay current
- Knowledge of research methodologies
- Knowledge of models, strategies and processes for performing needs assessments.
- Excellent computer skills (word processing/database/spreadsheets/e-mail)
- Ability to plan, organize, develop and deliver educational programming and activities
- Ability to establish and maintain positive and effective working relationships with University Staff, First Nations, and external agencies
- Ability to work in a team environment
- Excellent understanding of the intricacies involved in the development and delivery of adult educational programming
- Ability to work collaboratively with Yukon University staff, First Nations and external agencies in planning and developing programs, courses, services and activities.
- Ability to write and administer funding proposals
- Ability to communicate effectively, both orally and in writing, including to large groups
- Strong interpersonal skills
- Excellent consensus building skills
- Ability to work independently and to take initiatives to set work priorities and direction
- Flexibility and adaptability to changing work demands
- Strong marketing abilities to promote University programs and students.
- Sensitivity to Northern and cross cultural issues and concerns

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

Valid 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.

Experience conducting needs assessments
Experience instructing at the University level

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:	35
Working Conditions:	0
Total Points:	197
Pay Level:	7