

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Revised Draft

Position Number: YC1982

Headquarters: Whitehorse, YT

Position Title: Manager, Research & Scholarly Activity Services

Supervisor's Name: Davon Callander

Incumbent:

Supervisor's Title: Director, Research and Innovation

Division: Research Services Office

Date Description Completed: March 2025

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

The Manager, Research and Scholarly Activity Services is responsible for the oversight and operation of YukonU's Research Services Office, and for ensuring the office provides excellent research services that are promoted across YukonU. The Manager, Research Services plays a key role in supporting research administration through the development and offering of services that will contribute to creating a vibrant, efficient and productive research enterprise at YukonU, and will enable research development and growth across the institution. The Manager will develop and implement processes and procedures to support pre- and post-award management, research ethics reviews, internal grant administration, central laboratory operations, training and capacity development, and internal and external communication activities related to research activities at YukonU. The Manager also collaborates extensively with other departments across campus who also support

The Manager will contribute to the development of a culture that celebrates research across all YukonU campuses and will contribute to efforts related to the decolonization of research administration and reconciliation.

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):

a) Manages the day-to-day operations of the department by:

- Overseeing personnel management in the department, including recruitment, retention, training and development, performance evaluation, supervision and conflict management
- Developing and implementing departmental workplans
- Developing and recommending changes to new and existing departmentally relevant policies and procedures, including regular reviews of relevant policies and procedures
- Developing and implementing approaches to formalizing partnerships in support of departmental activities, and maintaining records of departmental partnerships and collaborations
- Building relationships with faculty and staff engaged in departmental activities, and identifying new opportunities to provide or refine services
- Preparing and monitoring budgets associated with the operation of the department, and advising on other budgets as requested by the supervisor
- Monitoring and reporting on performance indicators and metrics related to departmental activity at YukonU
- Directing communication activities and opportunities of the department to YukonU and the public

b) Manages the growth and development of the department and associated areas at YukonU by:

- Identifying and recommending actions to address process and policy barriers that deter growth and opportunity associated with the mandate of the department, and implementing those actions where appropriate
- Ensuring that the Research Services Office maintains an understanding of available funding streams relevant to the department, including eligibility and funding requirements, and advises YukonU faculty and staff of funding opportunities
- Providing recommendations to YukonU leadership on opportunities related to department administration, growth and development, and strategic YukonU priorities
- Serving on YukonU committees and groups to provide advice and expertise related to strategic growth and development
- Researching and recommending enhanced departmental management, communications strategies and processes in support of departmental activities
- Leading departmental initiatives identified in internal YukonU planning documents (e.g., Strategic Plan, Academic Plan, Reconciliation Framework), and reporting on progress on these initiatives
- Developing and maintaining service level standards to monitor the delivery of departmental services
- Identifying and leading the implementation of opportunities to enhance the indigenization and decolonization of departmental activities and processes in alignment with the Reconciliation Framework
- Collaborating with other YukonU departments and units to provide opportunities to support the delivery of the department's mandate
- Implementing approaches to emerging issues in the research landscape external to YukonU

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%):

- Monitoring and administering funds for YukonU research projects
- Overseeing reporting on funding projects and programs, and ensuring reporting deadlines are met and reports are completed in compliance with funder requirements
- Participating in regional and national steering groups and councils in support of departmental mandate

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

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

- Attending Divisional and other university meetings
- Serving on YukonU committees and groups
- Contributing to YukonU visioning, planning, organizing, budget-building, leadership, communication, problem-solving and decision-making activities as requested by supervisor
- Contributing to quality assurance and risk management assessments and strategies as requested by supervisor
- Maintaining membership on professional associations and participating in conferences

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 12 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 Academic Regulations & Procedures (familiarity with)
- Yukon University Policies and Procedures
- Copyright Laws
- Funding Guidelines and Agreements
- Occupational Health & Safety regulations
- Yukon College Collective Agreement
- YukonU internal planning documents (e.g., Research and Scholarly Activity Plan, Academic Plan)
- Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans
- Canadian Council on Animal Care guidelines
- Funding guidelines of third-party funders

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

Yes. Ensures research administration carried out within the unit is conducted in accordance with documents listed above. Failure to comply could result in legal and financial penalties against YukonU and could impact revenue generation and eligibility, or in grievances being actioned.

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

Supervisor – required and recommended administrative procedures; solutions to staffing issues within the unit; budget development recommendations; policy revisions and updates; new policy requirements.

Research Manager/Principal Researchers – recommendations regarding compliance with funding guidelines including narrative portions of funding agreement report requirements.

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

Supervisor and/or YukonU senior team

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

- Establishment of priorities for staff in the unit
- Interpretations of university policies
- Interpretations of the various external Acts governing processes at the university
- Coordination of departmental-related projects
- Decisions as specified in delegation of authority
- Daily assignment of resources, people and dollars in the unit

- Solutions to address daily issues as they arise within existing resources
- Approval of budget expenditures within delegated authority
- Resolution of employee relations issues within delegated authority.

b) What is the direct impact of those decisions?

- Level of effectiveness of unit and quality of service
- Financial accountability
- Impact on development of research capacity and effectiveness at YukonU

C. Freedom to Act

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

Direction is received directly from supervisor and indirectly from other members of YukonU's senior team.

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?

Through feedback and performance reviews from supervisor.

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

- Decisions that could have significant divisional, inter-divisional or inter-organizational impact (e.g., to cease offering a service)
- Decisions that could significantly affect the unit or university's image or reputation
- Decisions that entail a high level of potential risk
- Decisions to enter into strategic relationships or partnerships with external organizations
- Spending authorities beyond budget allocation

D. Financial Accountability

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

Fiscal year:

Annual payroll: \$300,000

O/M Budget (excluding payroll): \$50,000

Capital Budget (excluding payroll): \$0

Revenues:

Recoveries:

b) Who prepares this budget?

Incumbent, in consultation with departmental staff and supervisor and with support of Budget Officer.

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

Expenditures related to scheduled activities and projects under the control of the incumbent.

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

Yes, within allocated O&M budget and appropriate Finance Committee policies.

e) Signing authority levels:

Delegated spending authorities as defined by university policies and procedures.

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

E. Management Supervision of Human Resources

a) Number of positions supervised directly:

 6 Permanent/Term

 2 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):

<input checked="" type="checkbox"/>	a)	Show colleagues how to do tasks.
<input checked="" type="checkbox"/>	b)	Train other employees in work procedures.
<input checked="" type="checkbox"/>	c)	Assign work and review for quality/quantity.
<input checked="" type="checkbox"/>	d)	Establish work priorities and schedules.
<input checked="" type="checkbox"/>	e)	Change duties and responsibilities.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	g)	Recommend appointment or rejection upon completion of probationary period.
<input checked="" type="checkbox"/>	h)	Interview employees with attendance or performance problems.
<input type="checkbox"/>	i)	Act as first formal step in the grievance procedure.
<input checked="" type="checkbox"/>	j)	Interview candidates for vacant positions in the unit.
<input checked="" type="checkbox"/>	k)	Give opinion to supervisor on selection of new employees - or - Make final decision on selection of employees.
<input type="checkbox"/>	l)	Other.

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Direction, communication and advising	At least weekly
Unit staff	Supervision	Daily
Administrative staff	Information and support	Daily
University staff and faculty	Coaching, service provision and support	As required
University management team members	Collaboration, consultation and communication	At least monthly

Research administrators at other institutions	Information sharing, coaching, mentorship	At least monthly
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G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Office equipment and computers	Service provision	90%

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 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	70%
Walking	5%
Standing	20%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Occasional travel in adverse weather	1%
Infrequent fieldwork under a range of environmental conditions	1%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Extended periods at workstation	70%

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
<input checked="" type="checkbox"/>	regular critical deadlines
<input checked="" type="checkbox"/>	high level of irregular critical deadlines
<input checked="" type="checkbox"/>	constant interruptions
<input checked="" type="checkbox"/>	instructions from more than one source
<input checked="" type="checkbox"/>	students or staff under work related stress
	Other

Examples in support of

f) Travel Required

a)	average number of trips annually	1-3
b)	average number of days per trip	3-4
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: Director, Research and Innovation
Classification Level: ME04

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

Title: Manager, Innovation and Entrepreneurship
Classification Level: 10

SUBORDINATE POSITIONS:

Title: Research Ethics Coordinator
Classification Level: 8

Title: Laboratory Coordinator
Classification Level: 7

Title: Laboratory Technician
Classification Level: 6

Title: Administrative Assistant
Classification Level: 5

Title: Grant Facilitator and Research Engagement Coordinator
Classification Level: 9

Title: Research Development Coordinator
Classification Level: 9

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 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, preferably at the graduate PhD level; a combination of relevant post-secondary experience and work-related experience could be considered equivalent
- Experience working in a research environment
- Experience developing and implementing procedures and processes in a service environment
- Demonstrated customer service orientation
- Demonstrated experience identifying opportunities and taking responsive action
- Experience managing financial resources, including developing and monitoring budgets
- Experience managing human resources, including recruitment and retention, training, work planning and performance management of staff
- Demonstrated ability building teams, with strategic planning, and in setting and achieving goals
- Excellent leadership, facilitation, interpersonal, intercultural, consensus-building, decision-making, and problem-solving skills
- Experience collaborating with colleagues across a range of disciplinary expertise
- Ability to work independently to apply critical thinking to complex problems or situations and to develop innovative, risk-responsive solutions
- Ability to engage with stakeholders and effectively manage their expectations as well as gather stakeholder requirements as needed
- Experience creating measurement and monitoring processes to demonstrate outcomes and impacts
- Academic writing experience
- Ability to manage multiple tasks, overlapping duties and concurrent deadlines
- Exceptional communication skills
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations, including Indigenous organizations
- Experience working in a digital, online environment
- Experience managing projects
- Excellent written and oral communication skills including the ability to effectively communicate complex ideas to a variety of audiences

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

Tri-Council Policy Statement (TCPS2) certification must be obtained within the first six months on the job.

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

- Experience conducting research activities
- Experience researching and writing policy
- Experience developing communications plans

PART V – COLLEGE 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

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:
Knowledge and Skills: 212
Accountability: 70
Mental Demands: 61
Working Conditions: 0

Total Points: 343
Pay Level: 10