

**Yukon University**  
**Statement of Qualifications**

Position Title: Manager, Research & Scholarly Activity Services  
Department: YukonU Research Center  
Location: Ayamdigut  
Date: October 2021

**Essential Qualifications (assessed in screening process)**

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Education and Training:

- Relevant university education, preferably at the graduate level; a combination of relevant post-secondary experience and work-related experience could be considered;
- Tri-Council Policy Statement (TCPS2) certification, must be obtained within first six months on the job.

Demonstrated Abilities:

- Proven experience working in a research environment;
- Demonstrated customer service orientation;
- Experience managing financial and human resources;
- Demonstrated ability building teams, with strategic planning, and in setting and achieving goals;
- Ability to innovate – to identify opportunities and take responsive action.

Desirable skills:

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

**Rated Qualifications (factors assessed through interview, etc.)**

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Knowledge:

1. Knowledge of approaches to measurement, evaluation and metrics tracking and reporting;
2. Knowledge of federal and territorial research funding programs;
3. Knowledge of research and scholarly activity methodologies, including peer review processes;
4. Knowledge of policy and procedure development;
5. Knowledge of service orientation and strategies for creating a service-oriented environment.

Abilities:

1. Ability to establish and maintain effective working relationships with a variety of government, non-government, academic and Indigenous organizations;
2. Demonstrated ability in building teams, strategic planning and setting and achieving goals;
3. Experience creating budgets and managing finances;
4. Experience managing human resources, including recruitment and retention, training, work planning and performance management of staff
5. Experience collaborating with colleagues across a range of disciplinary expertise
6. Ability to work independently to apply critical thinking to complex problems or situations and to develop innovative, risk-responsive solutions
7. Ability to engage with stakeholders and effectively manage their expectations as well as gather stakeholder requirements as needed
8. Experience creating measurement and monitoring processes to demonstrate outcomes and impacts
9. Experience working in a digital, online environment
10. Experience managing projects
11. Experience with project management and demonstrated organizational skills.
12. Ability to work in both western and Indigenous knowledge environments;

Personal Suitability:

1. Academic writing experience;
2. Excellent leadership, facilitation, interpersonal, intercultural, consensus-building, decision-making, and problem-solving skills;

3. Excellent written and oral communication skills including the ability to effectively communicate complex ideas to a variety of audiences
4. Experience partnering with Indigenous communities and governments on research activities.