

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position No.: YC1192

Headquarters: Ayamdigut

Working Title: Department Head, Continuing Studies, CNIM,

Supervisor's Title: Executive Director Continuing Studies & CNIM

Division: Continuing Studies

Date Description revised: January 22, 2021

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

Reporting to the Executive Director, Continuing Studies, this position is responsible for supervision, planning, management, coordination and successful delivery of third-party funded CNIM, programs and services in Continuing Studies. This position will also advise the Executive Director on program opportunities both internal and external to the University.

The department head CNIM, position is mandated to bring together business, community, education and government interests to secure funding and to deliver training that meets existing and future labour market requirements.

This Department Head is a member of the Continuing Studies Leadership Team and together with the other members of the Continuing Studies leadership team and the Executive Director contributes to the overall direction and success of the Division.

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) Provide strategic and tactical leadership to the unit by:

- Developing annual plans identifying strategic goals for confirmed and prospective funding and staffing requirements;
- Recruiting, selecting, orienting, coaching/mentoring, supervising, and evaluating all designated CNIM, staff;
- Developing and monitoring workplans that align with identified project outcomes;
- Planning work schedules and workloads to ensure the effective and efficient use of resources and compliance with appropriate laws, guidelines and agreements;
- Assisting staff and faculty with program and project design including outcomes, delivery methods and strategies, and evaluation;
- Responding to client or student complaints about programs and services delivered through the department head's unit;
- Deciding on program/ project go/no go decisions;
- Developing, implementing and maintaining performance management systems for all affected personnel, including regular (semiannual) informal and formal performance reviews to promote continuous improvement.

Revenue generation through course non 3rd party funded, tuition based course delivery

b) Securing program and project funding supporting the strategic goals of Continuing Studies and the University while raising the profile of Continuing Studies and the university by:

- Liaising and partnership-building with First Nations, local, national and international innovation and entrepreneurship programs and agencies, First Nation, and territorial and federal funders;
- Preparing funding proposals and submitting reports for all programs and services delivered through the unit;

- Fostering the interest in CNIM, programs to future Yukon prospective students, employers and community partners through coordinated activities and programs accessible through Continuing Studies;
- Representing the Continuing Studies on committees, in meetings, and at conferences as needed;
- Effectively communicating complex business, technical and scientific information with contacts as varied as top scientists, venture capitalists, entrepreneurs, attorneys, CEOs, bureaucrats and political leaders;
- Establishing and maintaining a network of contacts and concentrating those interactions to serve Yukon's industry in relevant issues and specialized or broad-based fields;
- Communicating and liaising with other areas in the University to orient staff and public to the unit's programs and services and maintaining a liaison between these departments by interdepartmental meetings, committees, and correspondence;

Approximate percentage of job time above functions are performed: 60%

2.0 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%):

- a) **Managing the Unit's programs and services by:**
 - Identifying priorities for marketing materials such as pamphlets and social media materials;
 - identifying training and professional development activities for faculty and staff;
 - facilitating problem solving in all program areas by liaising with chairs, student counsellors, instructors, and when necessary, consulting with other agencies, and other post-secondary institutions' personnel;
 - maintaining currency in subject area to ensure program/ course relevance by participating in relevant professional activities and liaising with other coordinators/instructors/ institutions.
 - Negotiating contracts and ensuring adherence to the contract's terms
 - Developing and implementing strategies to improve communications within the University-community and partner organizations
 - Coordinating information to other University units and maintaining liaison between the units by inter-unit meetings, committees and correspondence
- b) **Managing the unit's finances by:**
 - Developing and managing annual business plans, budgets, program and service development and renewal plans
 - Reviewing the unit's financial performance, analyzing variances and developing year-end projections.
 - Ensuring the Unit meets or exceeds its key performance targets, including annual financial goals (revenue, expenditure and net revenue)
 - Overseeing the acquisition, inventorying and management of equipment and resources
 - Ensuring the Unit has sufficient administrative and operational support

Approximate percentage of job time above functions are performed: 30%

3.0 Examples of Additional Divisional Activities which may be performed:

- Serving on committees as necessary, interested or assigned
- Participating on selection boards and hiring staff when needed to ensure the quality of program delivery;
- Remaining current on post-secondary, economic, educational and First Nations issues
- Travelling to Yukon communities to carry out the duties and responsibilities detailed above.
- Conducting, presenting and publishing scholarly research as appropriate and possible
- Performing other related duties as may be assigned by the Executive Director
- **Approximate percentage of job time above functions are performed: 10%**

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:

- 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 Policies and Procedures
- Yukon University Act
- Yukon Employment Standards Act
- All Relevant Contribution Agreements
- Yukon Occupational Health and Safety Act
- Yukon Mining Act
- Canada Copyright Act
- Yukon Human Rights Act
- Yukon University Collective Agreement
- The University's Academic Plan
- The Reconciliation Framework "Breaking the Dawn"

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

- This position is directly responsible for the interpretation of legislation, regulations and policy/procedures and, where appropriate, ensuring compliance.
- This position is responsible for ensuring the agreed upon objectives and activities in the contribution agreements are carried out as specified in the agreement
- This position is responsible for ensuring the current professional / industrial standards and for communicating any standard changes to subordinate staff
- Ensuring that all program/project/course content, design and delivery is current and compliant with regulatory standards.

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

Supervisor – recommendations on budget, capital purchases, contracts above signing authority, facility modifications, staff recruitment and selection, disciplinary actions for staff, response to dissatisfied students or clients

Colleagues – recommendations for meeting the needs of the unit's staff, students, and clients, the unit's branding in University publications, changes to promotional materials or campaigns, and harmonizing of Continuing Studies and University systems

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

Supervisor or Colleagues as applicable

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

- How the Unit's resources are allocated and prioritized
- Developing or changing the Unit's program descriptions, requirements, scheduling, pricing and costing
- The unit's casual staff recruitment, selection, contracting, scheduling, orientation, and evaluation
- Financial commitments within delegated authority
- How to deal with casual staff and instructor performance issues
- Program go/no-go decisions

b) What is the direct impact of those decisions?

- Customer//client satisfaction
- Achievement of performance goals, including financial and quality
- Management of risk and liability
- Timely development and delivery of programs
- Contribution to community social, cultural, and economic development
- Contribution to University & Division reputation, achievement of goals and fulfilment of mission

C. Freedom to Act

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

- From the supervisor via group meetings, emails and/or individual discussions
- Community advisors
- From University Strategic Plan;
- From approved policies and procedures

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

See B.1 a) above

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

Regular scheduled meetings with supervisor, self, peer, user evaluations through formal annual reviews and client feedback.

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

- Substantial changes in programming such as addition of new programs or changes that trigger significant budget and/or staffing and budget implications
- Income or expenditure commitments that exceed budgetary authority
- Decisions that could impact other Schools' or divisions' programs, operations, budgets, etc. or cause concern within outside communities
- Policy matters
- Client termination.

D. Financial Accountability

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

Fiscal year:	\$1,500,000 – 2,000,000
Annual payroll:	\$500,000
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$
Revenues:	\$1,500,000 to \$2,000,000
Recoveries:	\$0

b) Who prepares this budget?

The incumbent with support from the assigned Budget Officer and Supervisor review.

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

The position is responsible for ensuring that expenses are kept within allocations and that revenue and net revenue targets are achieved.

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

Within the scope of signed contribution agreements.

e) Signing authority levels (as per University policy):

Requisitions for goods and services up to \$5,000 per transaction
Revenue contract authority up to \$10,000

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

- University or Divisional capital expenditures
- I&E expenditures or revenues exceeding budgetary limits

E. Management Supervision of Human Resources

 1. No direct supervisory duties.

 X **2. Supervisory duties.**

Direct supervisory duties for School staff, instructors and operations, including the development, delivery and evaluation of programs and services.

a) Number of positions supervised directly: **Permanent/ Term 2-7**
Aux/Casual 2-10

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
- X d) establish work priorities and schedules
- X e) change duties and responsibilities
- X 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 or initiate disciplinary action(s)
- X g) recommend appointment or rejection upon completion of probationary period
- X h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- X j) interview candidates for vacant positions in the unit
- X k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- X l) other (describe) supervise management of contracts and agreements and design and implementation of processes to manage quality and risk and ensure that all instructors, including contractors and "outside" hired training agencies, meet or exceed standards.

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
ED Continuing Studies	Operations management	Weekly
Unit Staff	Program delivery supervision	Daily
Department Heads/ Chairs	Coordination of program delivery	Daily - Weekly

Unit Students, Customers and Clients	Advice & Support	Monthly
Community members	Information Sharing	Weekly
Community Organizations & Employers	Info Sharing, Assessment, Negotiations	Weekly
Suppliers	Program supplies & equip	Weekly
Yukon University Service Depts	School, student & community needs	Weekly,
Yukon Territorial Departments	Course needs/Community Profile/links	Monthly
Partner Organizations	Program Delivery	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Computer	Word processing/Information System/ communication	80%

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>
Training 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 time</u>
Sitting	60%
Standing/Walking	15%
Driving	15%
Moving equipment	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Driving to Yukon communities may be hazardous under winter conditions	15%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Extended periods sitting at a workstation or driving.	75%

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, e.g., numerous courses, budgets
- ☒ high level of irregular critical deadlines, e.g., contract activities
- ☒ constant interruptions, e.g. confined office space with many staff
- ☒ instructions from more than one source
- ☐ students or staff under work related stress, e.g., large number of students
- ☒ Other: high level multi-tasking due to a wide variety of programs operating concurrently

f) Travel Required

	In Yukon & Northern BC	Outside
a) average number of trips annually	5	1 - 2

b) average number of days per trip	2-3 days	3 –5 days
c) average distance per trip	400-2000 km	2,000 km
d) most frequent mode of transportation	vehicle/air	air

- 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: Executive Director, Continuing Studies
Classification Level: ME04

PEER POSITIONS:

Title: Department Head (3)
Classification Level: BU11

SUBJECT POSITION TITLE: Department Head, Continuing Studies, Non-credit CNIM, Technology & Workforce Readiness Programs and Services

SUBORDINATE POSITIONS:

Title: Instructors
Classification Level: BU09
No. of Employees: 1-5

Title: Coordinator
Classification Level: BU08
No. of Employees: 1

Title: Admin Assistant
Classification Level: BU05
No. of Employees: 1

Title: Casual Staff
Classification Level: various
No. of Employees: 3-10

Title: Instructor/Coaches
Classification Level: BU09
No. of Employees: 1-3

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

- Knowledge of Yukon First Nations Land Claims and Self-Government Agreements;
- Knowledge of budget development and management methods and techniques.
- Knowledge of adult education theory and instructional approaches;
- Knowledge of needs and issues of First Nations, Yukon communities, clients and students;
- Knowledge of various computer applications and data management processes;
- Knowledge of the structure and programs of Yukon University;
- Knowledge of supervisory skills;
- Knowledge instructional/ facilitation methods and technologies, and knowledge of principles of adult education;
- Knowledge of general business practices and principles;
- Knowledge of communications strategies, marketing, media relations, and coordination of public events;
- Ability to provide leadership, decision making, and problem-solving skills;
- Ability to develop and build positive effective external and internal relationships and partnerships;
- Ability to write, evaluate and manage funding proposals;
- Ability to maintain commitment and interest in maintaining professional development activities in both content area and in adult education;
- Ability to plan, organize, develop and supervise various programs;
- Ability to develop and manage a professional working group to optimize talents and energies;
- Ability to establish and maintain positive and effective working relationships with University staff, external agencies and individuals in the community;
- Ability to communicate effectively, both orally and in writing, including to large groups;
- Ability to maintain strong interpersonal skills;
- Ability to react quickly and effectively to critical deadlines, interruptions and directions from multiple sources;
- Ability to initiate, anticipate, shape and adapt to emerging opportunities
- Experience working with adult learners/ customers
- Experience supervising a professional team
- Experience managing programs and people in a cross-cultural context
- Experience Working with First Nations and their organizations and agencies;
- Excellent consensus building skills

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

- Master's degree or equivalent combination of Bachelor's degree, training & experience
- Valid Yukon driver's license or equivalent

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

- Extensive knowledge of Yukon businesses and industries, including mining and exploration.
- Extensive knowledge of Yukon First Nations communities
- Extensive knowledge of community education and development practices

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 Vice-President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:

Accountability:

Mental Demands:

Working Conditions:

Total Points:

Pay Level: