

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1952
Position Title: Research Analyst
Incumbent:
Supervisor's Title: IRCC Chair, NEI

Division: Yukon Research Centre
Department: Northern Energy Innovation
Location: Whitehorse
Date Completed: June 11, 2013
Revised: January 2020

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

The Research Analyst is responsible for the execution and coordination of research activities at the Yukon Research Centre, including conducting research and data analysis activities, reporting, results communication, supervision, and partner liaison. The Research Analyst is part of a team led by a principle investigator or equivalent senior researcher and works closely and collaboratively with that team to deliver results on complex projects with multiple stakeholders.

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):

As part of a research team led by a principle investigator, conduct research and support the research lifecycle by:

- Designing and carrying out research activities or experiments, and/or development of new research techniques
- Conducting background research, literature reviews and/or interviews for research projects
- Collecting, recording, interpreting and analyzing research results
- Writing reports and articles on research activities, results and findings, and research conclusions and implications, for research and funding partners
- Setting up, testing, operating and maintaining field research equipment
- Assisting in the coordination and execution of field research activities
- Troubleshooting problems with equipment employed in research activities
- Communicating project results to research partners within and external to the organization
- Developing and maintaining on-going relationships with academic partners and industry
- Identifying relevant and applicable funding opportunities that align with the respective program's objectives
- Coordinating the development and writing of research proposals and funding applications, and contributing content for the proposals;
- Identifying student research opportunities within existing research projects
- Working closely with other researchers within the research program to integrate research outputs
- Developing, producing, and distributing project information to key stakeholders and general public;
- Assist in the direction and supervision of student and casual researchers;
- Identifying strategically important organizations and proactively seeking partnerships with and involvement of those organizations for YRC strategic research;
- Acquiring supplies, materials and services as needed

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%):

- Organizing and maintaining an office area
- Promoting the research program and its activities by:
 - Advocating for the programs, deliverables, and outcomes with key stakeholders within the University, other research institutes and relevant governmental and non-government organizations.
 - Producing and distributing promotional materials and/or publications;
 - Keeping material and website up to date; exploring outreach opportunities.

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, and providing institutional service

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 3 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
- Copyright Laws
- Occupational Health & Safety regulations (relevant sections)
- Yukon University Collective Agreement (relevant sections)
- Human Rights Policy
-

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
- 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, project activities, and strategic partnership development; required and recommended administrative procedures

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.

- Day-to-day approach to research activities
- b) What is the direct impact of those decisions?**

Failure to manage time and conduct research activities in an effective manner jeopardizes progress of the research team. Failure to perform duties may compromise research results and project success.

C. Freedom to Act

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

Ongoing discussions with principle investigator and supervisor.

- 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 informal feedback and formal performance reviews from Supervisor.

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

O&M and capital expenditures beyond signing authority; travel authorization; politically sensitive issues that may affect the program or partnership sustainability; final decisions on results interpretation, project development, partnership, and funding sources and proposals.

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?**

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

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

No; can recommend reallocation of resources to other research activities or projects to supervisor

- e) Signing authority levels:**

Delegated spending authority as a cost centre supervisor for program acquisition (\$2500).

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

n/a

E. Management Supervision of Human Resources

- a) Number of positions supervised directly:
0 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):**

X	a)	Show colleagues how to do tasks.
X	b)	Train other employees in work procedures.
	c)	Assign work and review for quality/quantity.
x	d)	Establish work priorities and schedules.
x	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	Direction	At least weekly
Other researchers within research unit	Exchange information and coordinate activities	Daily
Administrative staff	Information	At least weekly
University Staff	Information	At least weekly
Research partners	Information	As required
Professional colleagues	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, research	80%
Laboratory/field equipment	Conducting experiments and fieldwork	10%
Office equipment (photocopier, fax, etc)	Information	5%
Telephone/voice mail systems	Information	5%

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	Infrequently
Research equipment	10 kg	Infrequently
AV equipment	5 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	90 %
Walking	5%
Standing	3%
Driving	2%

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	1%

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:

	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
	constant interruptions
	instructions from more than one source
	students or staff under work related stress
	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	1-4
b)	average number of days per trip	2-45
c)	average distance per trip	500-3500
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: IRCC, NEI

Classification Level: 11

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

Title: Project Coordinator

Classification Level: BU08

Title: Research Assistant

Classification Level: BU05

SUBJECT TITLE POSITION: Research Analyst

SUBORDINATE POSITIONS:

Title: Student Research Assistant

Classification level: casual, based on YRC student rates of pay

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/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 preference for a graduate level degree
- Experience conducting relevant research.
- Knowledge of Yukon scientific and technical communities.
- Knowledge of First Nation traditional beliefs and practices.
- Knowledge of quantitative and qualitative research methodologies and their application in a northern, cross-cultural setting.

- Public education experience
- Experience in academic research activities.
- Good organizational and project management skills.
- Strong analytical skills.
- Academic writing experience
- Advanced computing skills
- Excellent written and oral communication skills including the ability to read, understand and effectively communicate to both professional and lay audiences, complex scientific ideas.
- Ability to establish and maintain effective working relationships with a variety of government and non-government organizations.

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.

- First Aid and 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 President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	122
Accountability:	35
Mental Demands:	35
Working Conditions:	0
Total Points:	192
Pay Level:	BU07