

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YC1967 **Headquarters:** Whitehorse
Position Title: Academic Initiatives Officer -North to North Program
Supervisor's Name: Shelagh Rowles
Supervisor's Title: Provost, Vice President Academic
Division: Office of the Provost **Incumbent:**

Date Description Completed: June 2019

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

The Provost Vice President Academic is accountable for the planning, programming, direction, and evaluation of educational programs and services. The Academic Initiatives Officer (AIO) reports to the Provost. The AIO is responsible for coordination and facilitation of the Global Affairs North to North Project.

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. Administration of the North-to-North Program

In collaboration with the Provost, administering all aspects of the Global Affairs North to North agreement including: promotion of North to North activities to students and faculty, monitoring project activities, making travel arrangements for participants, financial and activity reporting on North to North activities as required by Global Affairs, participating in pan territorial North to North specific working groups, and other activities as required and coordinating between the various stakeholders and ensure all parties meet their assigned deadlines and deliverables.

B. Individually and/or in consultation with the project teams: analyze, document current processes and identify opportunities to initiate, and enhance processes by:

- Providing guidance and support for North-to-North initiatives by improving business processes, through the analysis of current practices.
- Using appropriate methodologies and record keeping to ensure requirements of the North to North project are upheld
- Identifying and monitoring risk(s) associated with project initiatives and ensuring that initiatives are in keeping with university policies.
- Accountable for administering project budgets.
- Delivering project deliverables on time and within budget.
- Monitoring project to ensure that project activities and expenses are implemented and reported on in a specified time period.
- Providing background information and assistance to the Provost on any challenges related to project activities or financial requirements.
- Participating in periodic North-to-North meetings as required by the contract.

Approximate percentage of job time above functions are performed: 80%

2. **Other principal activities (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):**

A. Provides training, documentation, and supports North-to-North project by:

- Planning and delivering North-to-North workshops that inform prospective participants about North-to-North opportunities.
- Creating, with team members longer term, if required, maintenance plan(s) for new processes.

B. Fosters relationships across the organization in order to ensure successful use of process improvements by:

- Supporting continuous improvement in the administration of the project.
- Communicating effectively with internal and external stakeholders.
- Be the central point of contact for the North-to-North project.
- Continuing to develop a collaborative culture of high-quality experiences within the North-to-North portfolio.

Approximate percentage of job time function is performed: 15%

3. Examples of additional activities, which may be performed from, time to time:

- Presenting information, activities and solutions to University staff and students;
- Updating faculty, students, and staff on current initiatives taking place as well as preparing for upcoming initiatives.
- Attending University divisional meetings, Chairs meetings, Deans Council, Internal Academic Governance, Academic Council, etc., as required.
- Other related duties

Approximate amount of job time function is 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:

- Approximately 12 months and experiencing one program review process from beginning to end.

B. Problem-solving and decision-making

1. a) List any Acts, Regulations, and/or Policies/Procedures with which the incumbent must be familiar in order to perform the position's functions:

- Yukon University's Policies and Procedures
- Global Affairs Agreement
- University of the Arctic Policies and Procedures
- Yukon University Collective agreement
- Related legislation
- Conflict of Interest policies

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

Yes. This position will need to ensure that all initiatives will be conducted in accordance with Yukon University's Policies and Procedures and any other applicable guidelines and/or policies.

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

Recommendations will be made by the AIO in areas of improvement in processes and systems; reducing costs, identifying other efficiency opportunities, increasing the value of existing investments.

Recommendations made to:

Provost, Vice President Academic.

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

Provost, Vice President Academic .

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

- Document(s) creation.
- Accountable for ensuring the project team(s) meet on a regular basis and projects continue to move forward.
- Selecting and assigning tasks to project team members.
- Periodically chairing meetings as well as scheduling and tasks.
- Communication of scope and status of the North to North project.
- Scoping and costing of all North-to-North activities.
- Provision of accurate information to funders, partners, students and faculty.

b) What is the direct impact of those decisions?

Failure to perform duties could compromise the viability of the university's contract with Global Affairs.

C. Freedom to Act

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

This position receives direction through:

- ongoing discussions with Provost, Vice President Academic.
- updated task lists and other project documentation updates, arrived at through formal initiative meetings

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

See B.1a above

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

Feedback from project lead to the Provost, Vice President.

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

Sign-off on new initiatives

Submission of interim and final reports

Travel

Changes to project plan as approved by Provost and Global Affairs

Risk mitigation purview

D. Financial Accountability

1. Program dimensions:

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

Who prepares this budget? AIO and Provost.

What is this position's accountability for budget once allotted? Responsible for monitoring project budget, as well as related expenditures.

b) Does position have authority/ability to reallocate resources? With approval of Provost.

c) Signing authority levels:

Delegated spending authority as a cost Centre supervisor for program acquisition. (\$1,500)

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

E. Management /Supervision of Human Resources

1. Supervisory duties:

a) Number of positions supervised directly:

Term/Contract –
Aux/Casual –
No direct supervision.

b) Nature of supervision:

- 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 appraises employees' work performance and discusses appraisal with them, making 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
- l) acts 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, and makes final selection of new employees
- l) other

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisor	Direction & advice	Weekly
University Staff & faculty	Information & advice	Weekly
Professional colleagues	Information & advice	Monthly
Students	Information & advice	Monthly
Contractors/external advisors	Information & advice	Monthly
Vendors	Information & advice	Monthly

G. Tools, Equipment, or Machinery Used Purpose Percentage of Time

Computer/e-mail/Internet systems	MS Visio / Word / Excel / PP	70 to 80 %
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Office Equipment (photocopier, fax, etc.)	Reproduction	5%
Telephone/voice mail systems	Information	15%

H. Working Conditions

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>What percentage of the time?</u>
AV/Research material	5 kg	5%
AV 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>What percentage of the time?</u>
Sitting	60%
Walking	5%
Standing	30%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>What percentage of the time?</u>
Occasional travel in adverse weather	1%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>What percentage of the time?</u>
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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
- X regular critical deadlines
- X high level of irregular critical deadlines
- constant interruptions
- X instructions from more than one source
- _____ other

Examples:

f) Travel Required:

- a) average number of trips annually 2
- b) average number of days per trip 2 - 3
- c) average distance per trip 1000+ km
- d) most frequent mode of transportation Air

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 VPA or designate

A. Minimum Knowledge, Skills, and Abilities Required

- Working knowledge of project administration
- Knowledge of project costing methods and techniques.
- Intermediate knowledge of productivity suite software as well as project management tool(s).
- Demonstrated experience in facilitation, conducting projects, determining business process, recommendations, planning and execution.
- Strong analytical skills.
- Strong writing skills.
- High level of organization skills.
- Excellent time management skills.
- Excellent communication and facilitation skills. Responsible for producing a range of high-quality documents.
- Competent and consistent planner.
- Team builder.
- Able to identify and solve problems with/without team.
- Establish and manage a budget.
- Experience in business process improvement methodologies
- Experience in stakeholder engagement, expectations and relationship management;

- Strong analytical skills.
- General business practices and principles.
- Working with processes that have a high degree of ambiguity.
- Understanding of communication strategies.
- Be able to both negotiate and influence.
- Strong interpersonal skills in a multicultural environment.

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

- M.Ed.

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

- Personal suitability is a priority for this position as the incumbent will be working closely with a broad range of individuals throughout the University as well as within the community; and specifically, within the academic divisions.

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:	140
Accountability:	53
Mental Demands:	40
Working Conditions:	0
Total Points:	233
Pay Level:	8