

## IDENTIFICATION

<b>Job Title:</b>	Operational Lead	<b>Division:</b>	
<b>Title of Immediate Supervisor:</b>	Scientific Director	<b>Position Number:</b>	
<b>Supervisor's Title:</b>		<b>Effective Date:</b>	

## Purpose of the Role

*Reporting to the Scientific Director, the Operational Lead is responsible for the day-to-day management and operations of the Yukon SPOR SUPPORT Unit (YSPOR). The Operational Lead ensures that the Unit operates efficiently, meets its obligations to Yukon University and the Canadian Institutes of Health Research (CIHR), and supports the delivery of YSPOR's strategic goals.*

*This position provides leadership for staff and operations, oversees budgets and funding programs, ensures effective systems are in place for tracking activities and reporting outcomes, oversees activities associated with research administration, and provides oversight of YSPOR's communications channels, including social media and website. The Operational Lead also plays a central role in organizing convening and knowledge mobilization activities on behalf of YSPOR.*

*In addition to responsibilities associated with YSPOR, the Operational Lead may also contribute to the administration of other large-scale collaborative research initiatives under the leadership of the Scientific Director helping to strengthen coordination and build sustainable capacity across the territory's research ecosystem.*

## Key Responsibilities

*Oversee operations and administration of the YSPOR Unit, including budgets, activity tracking, reporting, and in-kind contributions, ensuring alignment with YukonU financial systems and CIHR requirements.*

*Develop and manage funding programs and partnerships to strengthen health research capacity in the Yukon, including supporting collaborative initiatives with government, First Nations, and NGOs.*

*Lead evaluation activities by developing and maintaining outcome metrics and activity trackers, ensuring YSPOR's activities and impacts are effectively documented and aligned with evaluation objectives.*

*Provide oversight of communications and outreach, including the YSPOR website, social media channels, newsletters, and the in-person gatherings, ensuring broad engagement with territorial and national partners.*

*Support administration of research funding held by the Scientific Director, ensuring efficient and coordinated operations across health research initiatives.*

*Support effective governance and accountability processes for YSPOR, including oversight committee support.*

*Foster cross-jurisdictional collaboration by maintaining relationships with SPOR entities across Canada and representing YSPOR in national working groups and committees.*

## People Leadership

*Provide direct supervision of YSPOR staff, including recruitment, onboarding, work planning, coaching, and performance management.*

*With the Scientific Director, build a collaborative and supportive team culture that values equity, cultural safety, and meaningful engagement with Indigenous partners and community members.*

*Exercise thought leadership in operational planning and process development, ensuring the Unit evolves to meet emerging health research priorities in the Yukon.*

### JOB ELEMENTS

#### Decision - Making

*Make operational decisions related to financial management, including approving expenditures within delegated authority, monitoring budgets, and reallocating resources where appropriate. Provide recommendations to the Scientific Director on larger financial matters and long-term sustainability planning.*

*Lead operational processes for administration, communications, reporting, and staff supervision to ensure that YSPOR meets its objectives and fulfills CIHR funding agreement requirements, in alignment with YukonU processes and policies.*

*Recommend and implement best practices, systems, and processes to improve Unit efficiency and sustainability, ensuring that all research and operational activities comply with YukonU policies and funder requirements, maintaining accountability for YukonU's eligibility to administer external research funds.*

*Decide on communications approaches (e.g., social media, website, knowledge mobilization) to maximize engagement and reach.*

*Provide recommendations to the Scientific Director regarding partnership opportunities, funding models, and strategic directions that impact Yukon's research and health systems landscape.*

#### Communication and contacts

*This role requires regular and strategic communication with both internal and external stakeholders. Internally, the position collaborates with YukonU Procurement, Finance, Human Resources, Communications, Research Services and First Nations Initiatives to ensure effective funding administration, support YSPOR communications, and facilitate the administration of other health research grants. The Operational Lead may also engage with YukonU researchers and faculty to explore opportunities for collaboration and in support of university management team activities.*

*Externally, the position engages with YSPOR partners including Yukon First Nations governments, territorial government departments, community organizations, healthcare organizations, academic institutes and other agencies contributing in-kind resources and/or organizations interested in health research. These interactions involve building and maintaining strong partnerships, negotiating shared priorities, and fostering collaborative relationships that advance YSPOR's mandate.*

*The role requires the ability to explain complex financial, operational, and strategic information in accessible ways, while also cultivating trust and long-term collaboration with diverse partners across the territory and nationally.*

#### Knowledge and Experience

*Education: Graduate degree in a relevant field (e.g., health, social sciences, public administration, business) or equivalent combination of education and experience.*

*Experience: Minimum 5–7 years in progressively responsible roles in operations, project management, or research administration, preferably in a health or academic setting.*

*Demonstrated expertise in budgeting, program administration, and team leadership.*

*Proven ability to build respectful and collaborative relationships with Indigenous governments, organizations, and communities*

*Strong knowledge of research funding systems and health research environments, particularly within northern, rural, or Indigenous contexts.*

*Proven skills in communications, including oversight of websites, social media platforms, and public-facing reports.*

*Experience in partnership building, and community engagement, including culturally safe practices.*

**WORKING CONDITIONS**

**Specific Working Conditions & Requirements**

*Occasional evening or weekend work to accommodate partner schedules, community engagement, or event delivery.*  
*Travel within Yukon communities and occasional national travel to attend relevant conferences.*  
*Ability to manage workload under tight timelines and multiple concurrent priorities.*  
*Work includes supporting engagement with Indigenous communities, requiring cultural awareness and sensitivity.*