

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number:

Headquarters: Whitehorse

Position Title: Research Professional

Incumbent: Vacant

Supervisors Name: Liris Smith

Supervisor's Title: Chair, Health Research

Division: YukonU Research Centre

Date Description Completed:

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

Reporting to a Research Chair, and taking direction from the Senior Manager, Continuing Care, this position is responsible for supporting the implementation of two research projects at Copper Ridge Place. This position will involve collecting pre and post data on two projects that are intended to improve quality of life for residents in continuing care, including establishing processes for data collection, training staff and doing data analysis.

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):

The Research Professional will support the implementation of two joint Continuing care/YukonU projects by:

- Conducting background research on relevant topics and completing a literature review
- Preparing ethics applications, completing relevant research training (e.g. OCAP, TCPS2.0, etc.) and ensuring ethical conduct of research activities in accordance with Yukon University's Research Ethics processes and in compliance with relevant Yukon University policies and procedures
- Co-developing pre-post measurements for implementation with long term care and Yukon University research team
- Assisting with community engagement and outreach, including speaking to residents and families about the project
- Contributing to staff and resident survey design, implementation, and analysis
- Leading the design of focus groups as required
- Liaising with community contacts and community researchers, and providing regular updates to the research team
- Providing research training and support to continuing care staff and families and student research assistants
- Contributing to the dissemination of research results through co-authorship of technical reports, peer-reviewed publications, presentations, meetings, and other internal and public communication avenues
- Other project related duties 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%):

- Participating in Yukon Research Centre and Copper Ridge Place meetings, outreach activities and events.
- Conducting service activities internal to Yukon University and Copper Ridge Place (e.g., participation on committees and hiring panels; delivery of guest lectures).
- Conducting service activities external to Yukon University and Copper Ridge Place (e.g., participation in external research committees; conducting peer review).
- Coordinating project logistics (travel, equipment, tracking spending)
- Preparing narrative reports on research activities to the funding body
- Other duties as assigned by the supervisors.

Approximate percentage of job time above functions are performed: 20%

3. Examples of Additional Divisional activities which may be performed:

- Not applicable.

Approximate percentage of job time above functions are performed: 0%

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:

Six 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 Strategic Plan and other strategic guidance documents (e.g., Academic Plan, Research Plan)
- Yukon University Policies and Procedures
- Content of Yukon University's Yukon First Nations core competency courses
- Funding agreements and policies of relevant funding agencies
- Yukon University Collective Agreement
- Occupational Health & Safety regulations
- Other discipline-specific governing standards or guidelines as relevant (e.g., Tri-Council Policy Statement on Ethical Conduct of Research Involving Humans and Integrity in Research and Scholarship; Canadian Council for Animal Care; Principles of Ownership, Control, Access and Possession)

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

Yes, the position is responsible for interpreting and administering the above in order to:

- Ensures Yukon University research is conducted ethically and in accordance with research integrity policy.

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

- Project leadership team and steering committee: research concepts and methodologies, project development
- Manager: partnership opportunities, funding opportunities, project development

b) **Who normally makes the final decisions with respect to those recommendations?**
Supervisor at YU (in partnership with Copper Ridge place)

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

Expenditure decisions within authorized spending authority; research and analytical methods and techniques used; dissemination of research results.

b) **What is the direct impact of those decisions?**

Failure to perform duties will compromise the financial and programming viability of the Yukon Research Centre, Yukon University, and its activities, and eligibility to administer external research funds.

C. Freedom to Act

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

On-going discussions with supervisors

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

- Yukon University Strategic Plan and other strategic guidance documents (e.g., Academic Plan, Research Plan)
- Yukon University Policies and Procedures
- Content of Yukon University's Yukon First Nations core competency courses
- Funding agreements and policies of relevant funding agencies
- Yukon University Collective Agreement
- Yukon University Act
- Human Rights Act
- Occupational Health & Safety regulations
- Other discipline-specific governing standards or guidelines as relevant (e.g., Tri-Council Policy Statement on Ethical Conduct of Research Involving Humans and Integrity in Research and Scholarship; Canadian Council for Animal Care; Principles of Ownership, Control, Access and Possession)

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

Regular scheduled meetings with supervisor, formal annual reviews, feedback from co-workers

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

Expenditures greater than authorized spending authority.

Politically or reputationally sensitive issues.

Decisions that may impact other program, research or teaching areas within Yukon University.

Program direction, activities and scope changes.

Staff hiring and performance management.

Budget projections, income and expenditures.

D. Financial Accountability

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

Fiscal year: 2025/2026

Annual payroll: \$0

O/M Budget (excluding payroll): \$0

Capital Budget (excluding payroll): \$0

Revenues: \$0

Recoveries: \$0

**Note this position is not allocated any portion of Yukon University's core budget; all funding is from external third-party funds.*

b) Who prepares this budget?

Not applicable.

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

Not applicable.

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

Not applicable.

e) Signing authority levels:

As per University policy

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

Third-party research revenue:

- Annual budget variable and dependent on funding success.
- Budgets are prepared by the incumbent with review from the supervisor and support of the Budget Officer.
- Incumbent is responsible for expenditures related to scheduled activities and projects within authorized spending authority, and for seeking approval following Yukon University procedures for expenditures outside of allocated budget.
- This position has authority to recommend to the supervisor reallocation of resources in accordance with funder guidelines where appropriate.
- Signing authority levels are consistent with university policy.

E. Management Supervision of Human Resources

 1. No direct supervisory duties.

 X 2. Supervisory duties.

a) Number of positions supervised directly:

Term 0

Aux/Casual 0-1

Number of positions supervised indirectly:

Term 0

Aux/Casual 0

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
- d) establish work priorities and schedules
- e) change duties and responsibilities
- 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
- 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
- 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
- l) other:

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Supervisors	Receive direction	At least weekly
Project implementation team	Receive direction	monthly
Continuing Care staff	Supervision & Advice	At least weekly
Administrative Staff	Information exchange	As required
First Nation governments/ partners	Information exchange	As required
Colleagues	Information exchange	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Computer/e-mail/Internet systems/AV equipment	Data entry, communications, report preparation, etc.	80%
Office Equipment (photocopier, fax, etc)	Reproductions and communications	5%
Telephone/voice mail systems	Information exchange	15%

H. Working Conditions

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>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>Percentage of the time</u>
Sitting	75%
Walking	10%
Standing	10%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Working in the long term care setting	25%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Working outdoors (rain, snow, cold, wild animals)	5%

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
- ☒ high level of irregular critical deadlines
- ☐ constant interruptions
- ☒ instructions from more than one source
- ☒ students or staff under work related stress
- ☐ other:

Examples in support of above:

Travel Required

- | | |
|---|---|
| a) average number of trips annually | 0 |
| b) average number of days per trip | 0 |
| c) average distance per trip | 0 |
| d) most frequent mode of transportation | 0 |

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: Chair, Health Research

Classification Level: BU11

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

Title: Research Professional

Classification Level: 8

SUBJECT POSITION TITLE: Research Professional

SUBORDINATE POSITIONS:

Title: Casual Researchers

Classification Level: variable

No. of Employees:

Title: Student Research Assistant

Classification Level:

No. of Employees:

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

- Candidates will have a degree in a relevant health discipline and experience working as a regulated health professional
- A combination of relevant postsecondary experience and work-related experience could be considered equivalent, or Indigenous knowledge keeper of equivalent level as recognized by their community
- Excellent written and oral communication skills in English
- Experience working in collaboration with Indigenous citizens and/or communities, and demonstrated experience working in cross-cultural settings
- Experience working on interdisciplinary teams and/or on community-based research projects
- Ability to work independently, as well as part of a team
- Basic understanding and/or experience with research ethics, methods and processes
- Excellent project management and organizational skills
- Experience with academic or formal report writing

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

other authority where applicable.

Valid Class 5 Driver's License

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

- Experience supervising or mentoring students would be an asset
- Previous project management or coordination experience will be considered an asset
- Quantitative research experience would be an asset

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 President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:

Knowledge and Skills:	160
Accountability:	53
Mental Demands:	53
Working Conditions:	0

Total Points: 266

Pay Level: BU08