

YUKON UNIVERSITY

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position Number: YCXXX

Headquarters: Whitehorse, YT

Position Title: Research Development Coordinator

Supervisor's Name: Davon Callander

Incumbent:

Supervisor's Title: Manager, Research and Scholarly Activity Services

Division: Research Services Office

Date Description Completed: August 2023

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

The Research Development Coordinator will be an integral part of the Research Services Office (RSO) and will carry out high-level professional work related to coordination of faculty and research development initiatives. The coordinator will be a primary point of contact for YukonU research and scholarly activity practitioners from the proposal development stage to project completion. The coordinator will provide guidance and facilitate the development of internal and external research and scholarly activity proposals.

The Research Development Coordinator will also play a leading role in the development and implementation of research engagement activities to grow and support the culture of research at Yukon University. The coordinator also liaises with students and faculty to promote student research grants and opportunities. The coordinator will contribute to the development and implementation of processes and procedures to support pre- and post-award management, research ethics reviews, internal grant administration, training and capacity development, and internal and external communication activities related to research activities at YukonU.

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):

Supports the implementation of the strategic direction of the Research Services Office.

1. Responsible for the design, implementation and delivery of activities that support the development of research culture at YukonU. This will include, but is not limited to:
 - a. Conduct consultations to identify research engagement initiatives, educational opportunities, potential partnerships and existing knowledge gaps in the research enterprise
 - b. Design and deliver a training plan for faculty, staff and students to support the research enterprise
 - c. Develop, deliver, and facilitate workshops and educational sessions based on the training plan
2. Build relationships with faculty and staff engaged in research-related activities and identify new opportunities to provide or refine the Research Services Office activities (the department).
3. Responsible for student centric research promotion activities.
 - a. Support students interested in participating in research
4. Supports the grant application process by collaborating with research and scholarly activity practitioners with pre and post award requirements. This includes but is not limited to:
 - a. Engaging with faculty to develop research ideas
 - b. Support the grant application process by collaborating with applicants to identify funding opportunities that align with their research interests and goals.

- c. Collaborating with internal staff from other departments to support faculty with compliance related to internal policies and procedures.
 - d. Assist faculty in budget development, compliance and administrative requirements for grant applications
 - e. Review proposals and ensure compliance with university policies and procedures as well as funder and grant requirements.
 - f. Responsible for the project management of multiple research initiatives including tracking deadlines, submission requirements and other compliance related responsibilities.
5. Communicating activities and opportunities of the department to YukonU and the public.
 6. Maintain an understanding of available funding streams relevant to the researchers at YukonU, including eligibility and funding requirements, and advise YukonU students, faculty, and staff of funding opportunities.
 7. Build and maintain an index of grant programs, successful grant applications and other relevant funding information to maintain institutional knowledge about grants.
 8. Identify and support the implementation of opportunities to enhance the Indigenization of departmental activities and processes.
 9. Implement approaches to formalize partnerships in support of departmental activities and maintain records of departmental partnerships and collaborations.
 10. Identify and recommend actions to the supervisor that address process and policy barriers that deter growth and opportunity associated with the mandate of the department and implement those actions where appropriate.
 11. Provide recommendations to the supervisor on opportunities related to department administration, growth, and development, and strategic YukonU priorities.
 12. Serve on YukonU committees and groups to provide advice and expertise for research related activities.
 13. Research and recommend enhanced departmental management, communications strategies, and processes in support of departmental activities.
 14. Support the implementation of departmental initiatives identified in internal YukonU planning documents (e.g., Strategic Plan, Academic Plan, Research and Scholarly Activity Plan) and report on progress to the supervisor on these initiatives.
 15. Maintain service level standards to monitor the delivery of departmental services.
 16. Collaborate with other YukonU departments and units to provide opportunities to support the delivery of the department's mandate.

Approximate percentage of job time above functions are performed: 85%

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%):

- Monitoring activities on funding projects and programs, and supporting faculty to meet deadlines and ensuring reports are completed in compliance with funder requirements
- Participating in regional steering groups and councils in support of departmental mandate

Approximate percentage of job time above functions are performed: 10%

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

- Attending Divisional and other university meetings
- Contributing to YukonU visioning, planning, organizing, budget-building, leadership, communication, problem-solving and decision-making activities as requested by supervisor

- Contributing to quality assurance and risk management assessments and strategies as requested by supervisor
- Maintaining membership on professional associations and participating in conferences

Approximate percentage of job time above functions are 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.

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 Academic Regulations & Procedures (familiarity with)
- Yukon University Policies and Procedures
- Copyright Laws
- Funding Guidelines and Agreements
- Occupational Health & Safety regulations
- Yukon University Collective Agreement
- YukonU internal planning documents (e.g., Research and Scholarly Activity Plan, Academic Plan)
- Tri-Council Policy Statement on the Ethical Conduct of Research Involving Humans
- Canadian Council on Animal Care guidelines
- Funding guidelines of third-party funders

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

Yes. Ensures research administration carried out within the unit is conducted in accordance with documents listed above. Failure to comply could result in legal and financial penalties against YukonU and could impact revenue generation and eligibility, or in grievances being actioned.

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

Supervisor – required and recommended administrative procedures; solutions to staffing issues within the unit; budget development recommendations; policy revisions and updates; new policy requirements.

Faculty, Research Manager/Principal Researchers – recommendations regarding compliance with funding guidelines including narrative portions of funding agreement report requirements.

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

Supervisor and/or YukonU senior team

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

accountable.

- Interpretations of university policies
- Interpretations of the various external Acts governing processes at the university
- Coordination of departmental-related projects
- Solutions to address daily issues as they arise within existing resources
- Approval of budget expenditures within delegated authority
- Interpretation of literature and guidelines from funding agencies

b) What is the direct impact of those decisions?

- Level of effectiveness of unit and quality of service
- Impact on development of research capacity and effectiveness at YukonU
- Institutional eligibility and credibility among funding agencies

C. Freedom to Act

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

Direction is received directly from 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 feedback and performance reviews from supervisor.

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

- Decisions that could have significant departmental impact (e.g., when to cease offering a service)
- Decisions that could significantly affect the unit or university's image or reputation

D. Financial Accountability

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

Fiscal year:	
Annual payroll:	\$0
O/M Budget (excluding payroll):	\$0
Capital Budget (excluding payroll):	\$0
Revenues:	
Recoveries:	

b) Who prepares this budget?

N/A

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

Expenditures related to scheduled activities and projects as approved by Supervisor.

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

No

e) Signing authority levels:

Delegated spending authorities as defined by university policies and procedures.

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

E. Management Supervision of Human Resources

a) Number of positions supervised directly:

____ Permanent/Term
3-4 Aux/Casual (student)

b) Nature of supervision: **(check any of the following supervisory tasks that are to be performed on a regular basis):**

<input checked="" type="checkbox"/>	a)	Show colleagues how to do tasks.
<input checked="" type="checkbox"/>	b)	Train other employees in work procedures.
<input checked="" type="checkbox"/>	c)	Assign work and review for quality/quantity.
<input checked="" type="checkbox"/>	d)	Establish work priorities and schedules.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	j)	Interview candidates for vacant positions in the unit.
<input checked="" type="checkbox"/>	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	Direction, communication and advising	At least weekly
Unit staff	Information and support	As required
Administrative staff	Information and support	As required
University staff and faculty	Coaching, service provision and support	As required
University management team members	Consultation and communication	As required
Research administrators at other	Information sharing, coaching,	As required

institutions	mentorship	
Funders and Collaborators	Information sharing	As required
Students	Information sharing, coaching	As required

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Office equipment and computers	Service provision	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>
AV equipment	10 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	70%
Walking	5%
Standing	20%
Driving	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Occasional travel in adverse weather	1%
Infrequent fieldwork under a range of environmental conditions	1%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Extended periods at workstation	70%

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
x	regular critical deadlines
x	high level of irregular critical deadlines
x	constant interruptions
	instructions from more than one source
X	students or staff under work related stress

	Other
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Examples in support of

f) Travel Required

a)	average number of trips annually	1-3
b)	average number of days per trip	3-4
c)	average distance per trip	1000 - 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: Manager, Research and Scholarly Activity Services
 Classification Level: 10

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

Title: Administrative Assistant
 Classification Level: 5

Title: Research Ethics Coordinator
 Classification Level: 8

Title: Grant Facilitator and Research Engagement Coordinator
 Classification Level: 8

Title: Business and Research Development Officer
 Classification Level: 8

Title: Laboratory Technician x2
 Classification Level: 6

Title: First Nation Engagement Liaison
 Classification Level: 7

SUBORDINATE POSITIONS:

NA

PART III – SIGNATURES

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| <p>1. Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> | <p>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.</p> |
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Dean 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, PhD with research experience.
- Experience conducting research.
- Experience developing and implementing procedures and processes in a research environment.
- Demonstrated experience identifying opportunities and taking responsive action.
- Demonstrated ability with strategic planning, and in setting and achieving goals.
- Ability to facilitate interpersonal, intercultural, consensus-building and decision-making.
- Experience developing and delivering workshops or educational seminars.
- Apply critical thinking to complex problems or situations and to develop innovative, risk-responsive solutions.
- Ability to engage with stakeholders and effectively manage their expectations as well as gather stakeholder requirements as needed.
- Ability to apply design thinking skills to develop solutions-based approaches to meet departmental needs.
- Exceptional written communication and demonstrated academic writing proficiency.
- Ability to manage multiple tasks, overlapping duties and concurrent deadlines.
- Experience with policy review and developing recommendations.
- Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations.
- Knowledge and experience using project management applications and tools to coordinate and oversee multiple projects.
- Experience creating measurement and monitoring processes to demonstrate outcomes and impacts.
- Experience working in a digital, online environment.
- Excellent communication skills including the ability to effectively communicate complex ideas to a variety of audiences.

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

TCPS-2 certification

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

- Experience in a customer service environment.
- Experience working with Indigenous partners.
- Ability to work independently.
- Experience with consultation.
- Experience developing communications plans.
- Experience collaborating with colleagues across a range of disciplinary expertise.

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

.....
University President

Date:

Date:

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results: Knowledge and Skills: Accountability: Mental Demands: Working Conditions: Total Points: Pay Level:
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