**Position Description Form**

This form is for use in job evaluation, position postings and for other purposes. It is intended to cover roles that fall under the Excluded Job Evaluation Plan.

**Before beginning to complete this form, the administrative manager and the incumbent should ensure they have reviewed the Job Evaluation Overview and Process – August 2020 document.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Name:** | Click here to enter text. | **Incumbent Name:** | Click here to enter text. |
| **Supervisor Position:** | Click here to enter text. | **Supervisor Name:** | Click here to enter text. |
| **Department:** | Click here to enter text. | **Submission Date:** | Click here to enter text. |
| **UBW Position Number:** | Click here to enter text. | **Work Order/Cost Centre** | Click here to enter text. |

|  |  |
| --- | --- |
| **Core Purpose**  Provide a description of the core purpose of the role. What does it exist to do? How does it contribute to the Department and align with the University’s strategic goals? This information will be used as a job summary for posting purposes. | Click here to enter text. |
| **Major Responsibilities**  What are the typical (regular basis) major responsibilities of the position? Consider the variety of tasks normally performed, and list the major job duties and responsibilities. Start each sentence with an action word to help provide clarity.  Please limit your response to 8 of the **most significant** responsibilities. | |
| **Responsibility** | |
| 1. Click here to enter text. 2. Click here to enter text. 3. Click here to enter text. 4. Click here to enter text. 5. Click here to enter text. 6. Click here to enter text. 7. Click here to enter text. 8. Click here to enter text. | |

|  |  |
| --- | --- |
| **Financial Responsibility**  A job may impact organizational budgets through expenditures managed, revenues generated or both.  In this section, please consider budget decision making, budgetary discretion, level of budget authority, ie. What level of budget responsibility has been delegated to the position? How much discretion does the position have to act without requiring approval? Please note: This does not apply to an employee’s ability to approve spending (e.g. having a $1000 sign off limit on purchase orders or a $3000 limit on a P-Card). | |
| Please click on “Choose an Item” and select the appropriate level of signing authority from the drop-down menu. | Choose an item. |
| Once you have chosen an item, you will need to select one of the five options (V – I) that most applies to this particular role. You can do this by double-clicking on the square. | |

|  |  |  |
| --- | --- | --- |
| **V – NOT APPLICABLE** | The job has no control over or impact on this financial dimension |  |
| **IV – REMOTE.** | The job is responsible for the receipt, not generation of cash, keeping records, providing information and/or administrative services that are reflected by them. E.g. Administrative Assistant processing expenses for a department |  |
| **III – CONTRIBUTORY.** | The job provides technically specialized and professional services, including evaluations, interpretations, and advice that impacts them. While not the budget-holder this role might provide recommendations related to the budget |  |
| **II – SHARED.** | The job shares responsibility for the management of these budget dollars with other jobs inside and/or outside the organization. This is rare and might apply to a case where there is shared responsibility for a fund |  |
| **I – DIRECT.** | The job is accountable and specifically responsible for these dollars. They may also be included in the supervisor’s budget, but day to day responsibility to establish objectives and determine deployment of (human/financial) resources reflected by them, is at the sole discretion of this job. |  |

|  |  |
| --- | --- |
| **Business , Social and Political Acumen**  Questions about Business, Social and Political Acumen are intended to help guide and focus attention on the most important aspects of the work. They are not intended to add up to 100% as different aspects of Business, Social and Political Acumen may coincide. Note: A role that could be successfully performed by someone recruited from outside the organization AND sector will tend to score (on average) quite low on this question. On the other hand, if the role could only be performed by someone with extensive experience in the organization AND sector, the responses will tend to be (on average) higher. | |
| Rarely Sometimes Regularly Almost all the time  **<10% 10-25% 50-80% >80%** | |
| Government and Institutional strategic direction | Choose an item. |
| Is there a need for the role to understand the reasons for restructuring organizational operations in response to marketplace changes; developing and providing supporting rationale for why change is necessary in a timely and effective manner? | Choose an item. |
| Need to understand the big picture. Is there a need to develop and maintain a long-range vision for the organization, recommending / implementing short and medium-term strategies that consistently move the organization towards that vision? | Choose an item. |
| Does the job need to understand the views and interests of the communities in which the organization operates to position the organization within those communities positively? | Choose an item. |

|  |  |
| --- | --- |
| **External Community profile**  Common courtesy and politeness in dealings with the public is an expectation for every job. Certain jobs, however, have a significant profile inside and outside the organization because of what they do, and as such, the words and the actions of the incumbent can directly influence public opinion about the values of the organization as a whole. | |
| Rarely Sometimes Regularly Almost all the time  **<10% 10-25% 50-80% >80%** | |
| Could statements made and actions taken in personal interactions impact the organization's relationships with external organizations and its public image? Consider the extent to which statements made and actions taken directly (or potentially) impact relationships with external organizations and public image? | Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning and Work Coordination**  The job's requirement for planning and coordinating (internal and/or external) resources and activities. This question measures the complexity of management skills required. Those jobs that administratively coordinate work with others to complete objectives. | | | |
| A | Minimal |  |  |
| B | Schedule own work |  |  |
| C | Plan his/her own work or, as a first line supervisor, to plan routine and related work of others (First-line Supervisors. Coordinates activities with other teams, groups, etc.) | Assistant Manager, Student Residences Manager, Advancement Services |  |
| D | Plan/coordinate activities involving a number of people, several different schedules and work-plans(Plan, Coordinate, Design within your own department) | Managers and Associate Directors  Food Services, Campus Store  Associate Registrars  SMEs |  |
| E | Plan, Coordinate, Design, long-term planning | Principal, THS  Director, CIEL |  |
| F | To plan/coordinate the design, review and delivery of a number of key products, programs and/or services critical to the division fulfilling its basic purpose | Directors and Associate Deans |  |
| G | Same as ‘F’, except on an 'ongoing operations' and 'project' basis. | Deans |  |
| H | Plan/coordinate the design, review and delivery of all products, programs, and/or services provided by the Division. | AVPs |  |
| I | Same as 'H' except operations and projects associated with this division and coordinated by this job are considered to be the most complex and diverse. | Provost and VPs |  |
| J | Coordinate the design, review and delivery of **all products, program and/or services provided by the organization.** | President |  |

|  |
| --- |
| **Functional or Process Oversight**  Some positions have ownership for standards, functions or processes. These positions may own a process, provide functional advice and guidance, or monitor standards. They may contribute through committees or other bodies. What is this position responsible for in terms of functions, processes and standards? What action is required? |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Education**  **Please check the required qualification**  **Please indicate the specific field of study or area of specialization if applicable** | High School Diploma or partial completion with specialized training  Diploma Program  Bachelor Program  Bachelor program in a technical/business/scientific field of study and work e.g. Bachelor of Commerce (specialized training is often recognized by a degree and/or professional designation).  Masters’ (Specialized Graduate Studies)  PhD (Advanced Graduate Studies)    Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Does this position require a Criminal Records Check? | No  Yes  (If yes, please attach a copy of the completed Justification for Criminal Record Check Form) | |
| **Experience** | 1 to 3 years  3 to 6 years  6 to 10 years  10 to 15 years  more than 15 ye | |
| In a hiring process, would an equivalent combination of education and experience be considered as an alternative to the mandatory minimum education described above? | | |  |  |  | | --- | --- | --- | |  | Yes | | |  | No | |

**Acknowledgement and Approvals**

***I agree that the information on this form provides a reasonably accurate and complete description of the role in question.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date Signed** |
| **Employee** | Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| **Administrative Manager** | Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| **AVP, VP or President** | Click here to enter text. | Click here to enter text. | Click here to enter a date. |