

partnership.

- Coordinate the EleV Community of Practice, including meeting logistics; communicating with members; and coordinating and facilitating sensemaking meetings to identify and track impact, and learn from successes and challenges.
- Work closely with the EleV Manager, project leads, and EleV partners to analyse and use data to support the ongoing evaluation and co-design of strategies designed to create systems change.
- Lead, including updating as necessary, the Impact and Learning Framework, used to evaluate activities and guide learning from the EleV supported initiatives.
- Engage and share with Mastercard Foundation's program staff and network of Learning Facilitators through monthly check-in calls and EleV Community of Practice meetings and gatherings.

Communicate outcomes and learnings

- Analyse, articulate, and seek opportunities to share activities and resulting achievements, challenges, impacts, stories, promising practices, and lessons learned, in innovative ways to the University and the broader Yukon community (e.g., newsletter updates, conference presentations, presentations to Yukon First Nation fora, engaging youth and communities in storytelling).
- Communicate with areas in the University to orient staff to the EleV initiatives and maintain a liaison with these departments by interdepartmental meetings, committees, and correspondence and keep YukonU Leadership and broader university community informed of EleV activities and learnings.

Lead reporting requirements

- Work with YukonU's Institutional Research Office, EleV project leads and partners, and Indigenous youth and communities to identify data related to EleV project outcomes and learnings.
- Work with YukonU's Finance Officer on financial reporting requirements and prepare narrative reports to meet MCF's reporting requirements.
- Request and track financial and narrative reporting from external partners.
- Prepare informal verbal reports for monthly check-in meetings with Mastercard Foundation.

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%):**
 - Support EleV Manager to:
 - coordinate and facilitate meetings, engagement initiatives, speakers' series, and events to invite collaboration, decolonization, communication and cross-sectorial relationships among the education and employment ecosystem

supporting Indigenous youth, and to identify priority areas and discover and develop systems-level interventions enabling access and healthy journeys through post-secondary and transitions to work for Indigenous learners in alignment their aspirations and those of communities.

- coordinate YukonU participation in monthly calls with MCF, annual gatherings, and other MCF initiatives related to EleV.
 - support project leads, partners, and staff to develop, monitor, evaluate, and report on annual work plans that align with EleV goals and priorities.
 - coordinate and host MCF during site visits to the Yukon to meet with program stakeholders.
- Develop and maintain currency in subject area by participating in conferences or other professional development activities, including EleV working groups and events.

Approximate percentage of job time above functions are performed: 15%

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

- Support the AVP Reconciliation and First Nations Initiatives Division with special events and Reconciliation efforts at YukonU.
- Contribute to University as a whole through participation on University committees and at general meetings as relevant.
- Perform other related duties as required.

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:

One year

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 Act
- Yukon University Policy and Procedures (appropriate sections)
- Canada Copyright Act
- Yukon Human Rights Act
- The Umbrella Final Agreement, Final and Self-Government Agreements
- Collective Agreement between Yukon University and P.S.A.C.
- Sunrise Report, A Shared Journey Report, University Indigenous strategy

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

No

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

Recommends changes and opportunities to EleV program administration and strategic initiatives to EleV Manager, AVP Reconciliation, YukonU President, Senior Executive Committee, and Provost Table.

Recommends changes in University policy, procedures or systems to enhance programs and services for First Nations to EleV Manager, AVP Reconciliation and Senior Executive Committee.

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

The EleV Manager, AVP Reconciliation, YukonU President, Senior Leadership and Executive Committees, as appropriate.

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

- Budget expenditures within prescribed limits
- Model and process of engagement events
- Modes and timing of communication with stakeholders
- Logistics decisions related to event planning

b) What is the direct impact of those decisions?

- Effective, positive working relationships with Yukon First Nations governments, individuals and organizations, University staff, and Mastercard Foundation.
- Amplification of impact of EleV initiatives.

C. Freedom to Act

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

Under the general direction of goals and objectives set by the EleV Manager and/or the AVP Reconciliation, this position works independently (in consultation with YFN fora, supervisor, peers, committees and University staff to verify appropriateness of direction) in achieving those ends.

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

See B (1) (a) as well as the EleV funding agreement and contribution agreements with external partners

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

Regular informal feedback from supervisor, peers, PACFNI, First Nations contacts, and University staff; annual performance evaluation by supervisor, and key performance indicators.

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

- Decisions with impact on other divisions of the University
- Decisions related to approval of new partnerships, projects or work plans
- Decisions regarding significant changes to work plans or budgets
- Decisions with budgetary implications

D. Financial Accountability

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

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

b) Who prepares this budget?

EleV Manager and budget officer

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

n/a

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

n/a

e) Signing authority levels:

As per delegated spending authority of the University's financial policy

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

n/a

E. Management Supervision of Human Resources

1.No direct supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly: _____ **Term** _____

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

- 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 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
- j) interview candidates for vacant positions in the unit
- k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- l) other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
EleV Manger problem resolution, guidance	Assignments, work review,	Weekly
AVP Reconciliation	Strategic advice and guidance	Weekly
Vice President Academic	Information, collaboration, advice	Monthly
FNI staff	Assignment, guidance, information	Weekly
Elders on Campus	Guidance, advice, collaboration	Weekly
Deans, Directors	Collaboration on Plan development	Monthly
University Staff	Information, collaboration, advice	Monthly
PACFNI	Guidance, problem solving	Monthly
Indigenous Advisory Council	Guidance, strategic advice	Monthly
EleV Project Leads and Partners	Monitoring project activities & budgets	Monthly
Members of YFN Education Ecosystem	Information, guidance, collaboration	Monthly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Standard office equipment (computer, printer, fax)	Word processing, e-mail, spreadsheets, data bases internet	85%
Telephone	Arrangements, information	5%
Photocopier	Duplication of materials	1%

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>
Normal office environment		

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	80%
Standing/walking	10%
Driving	10%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Travel in various weather conditions	10%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Some long days and occasional evenings and weekends.	10%

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: consultation meetings, preparation for meetings/presentations to YukonU leadership and EleV governing bodies, funding proposal deadlines. Must work collaboratively with a variety of University staff and First Nations representatives.

f) **Travel Required**

- | | |
|---|---------------|
| a) average number of trips annually | 5 |
| b) average number of days per trip | 3 |
| c) average distance per trip | 700 km return |
| d) most frequent mode of transportation | car |

I.

II. **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: EleV Manager
Classification Level: 9

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

Title:

SUBJECT POSITION TITLE: EleV Learning Facilitator

SUBORDINATE POSITIONS:

Title: n/a
Classification Level: TBD

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

Yukon University is committed to the values of equity, diversity, and inclusion. All qualified persons are encouraged to apply; however qualified candidates who self-identify as Yukon First Nations will be given priority.

The ideal candidate will have demonstrated knowledge and experience working with diverse Indigenous cultures, communities, protocols and practices.

- Knowledge of needs and issues of Yukon First Nations.
- Knowledge of Yukon First Nations’ traditions and culture.
- Knowledge of Yukon First Nations’ Final and Self-Government Agreements.
- Knowledge of the Yukon Education Ecosystem.
- Knowledge of Indigenous evaluation practices is an asset.
- Ability to learn from and work with Indigenous knowledge(s) and practices.
- Ability to plan, organize and facilitate meetings and events.
- Ability to network with various stakeholders.
- Ability to establish and maintain positive and effective working relationships with diverse stakeholders, including University Staff, Faculty, First Nation youth, Elders, communities, and external agencies, in a sensitive environment.
- Ability to communicate effectively, both orally and in writing, including to large groups.
- Ability to excel in a fast-paced and team-based environment.
- Ability to make sound, independent judgments and utilize problem solving abilities with a high degree of professionalism.
- Ability to provide recommendations, research, and advice to support strategic planning and project management.
- Ability to initiate, anticipate, shape and adapt to emerging opportunities.
- Strong interpersonal and diplomacy skills.
- Excellent project management and organizational skills.
- Excellent analytical, critical thinking, problem-solving, and consensus building skills.
- Excellent computer skills (word processing/database/spreadsheets/e-mail).

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

Relevant Undergraduate Degree in an education-related or social sciences field with a focus on Indigenous education, a minimum of three years of experience in a related field, or a combination of education and work experience.

Certificates or training in Project Management, Project Evaluation, or Program Administration an asset.

Valid 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.

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:
Accountability:
Mental Demands:
Working Conditions:
Total Points:
Pay Level: