



Writing a Job Description on the UBC Okanagan Campus

Writing a clear and accurate job description is an important first step to recruiting the candidate best suited to your needs. We would like to create a consistent approach for the UBC Okanagan campus job descriptions.

For future job descriptions please continue to use the template provided on the UBC Okanagan campus website; however, for clarity summarize the position as you would to your friend, using clear concise language. Just as your friend is probably not interested in a task by task accounting of daily duties, we encourage you to outline key responsibilities. Most positions will have 3 to 5 key responsibilities that reflect the overall outcomes for which an individual is accountable (ie WHAT you are responsible for).To capture the right balance of information necessary to understand the position requirements, it is important to follow these general pointers:

- Describe major responsibilities in numbered statements and bullet point the key tasks/duties performed to accomplish the responsibilities below the statement (ie HOW you accomplish the responsibility) See example below.
- Be accurate about the duties and responsibilities of the position.
- Describe the position as it exists today – not how it was in the past, or how it will be in the future.
- If you must use acronyms or abbreviations, use the full term the first time followed by the acronym or abbreviation in brackets.
- Education/qualifications should be the minimum requirement for the position, not what the incumbent has.
- Education, certification, specific UBC training or experience should not be stated as requirements of the position, unless you can demonstrate that they are essential to the duties and responsibilities of the position, or unless they are required by law or a relevant licensing body.
- The skills, knowledge and attributes that you require in the job description should be directly related to the duties and responsibilities performed in the “work performed” section of the job description.
- Describe the skills and knowledge required of the position, and avoid describing personal traits.
- Qualifications and Competencies are often confused.:
 - Qualifications are an educational designation, a specific acquired skill or accomplishment required or preferred in order to carry out the core responsibilities and duties of the position. Also includes required years of experience in a particular type of position or job setting.
 - Competences are abilities that enhance the effectiveness and efficiency of the individual in carrying out the responsibilities of the position at the level required .

When outlining the “work performed” section of the job description:

- Write one clear statement for each major responsibility. These are usually what you add to the “Position Summary”. Elaborate with key duties that are performed to accomplish the major responsibility.
- List statements in descending order of importance, and begin each with an action verb.

1. **Ensures operational success of all xxx programs by:**

- Representing department on relevant committees to work towards University goals.
 - Developing strategies, objectives, and work plans and evaluating progress and effectiveness.
- Any duty that will involve less than 10% is not normally considered a major duty. These duties are better addressed in a general statement at the end of the “work performed” section, such as "and performing other related duties".

JOB/POSITION DESCRIPTION TEMPLATE

Position Identification:

Position Classification:
Position/Business Title:
VP/Faculty:
Department:
Location:

Job/Position Summary:

Provide one or two sentences to summarize the purpose of the position. This may be expressed in terms of duties to be performed, results to be achieved or key contributions to be made.

Organizational Status:

Provide a brief description of the unit to give the position's context.

Describe the relationships, interactions and liaisons with other functions and the nature of these relationships. Include the positions to which the position reports, works with, contacts (both internally and externally) and supervises.

Attach an Organizational Chart.

Major Responsibilities:

Please see "Writing a Job Description at the UBC Okanagan campus".

Consequence of Error/Judgement:

Describe the level of decision making expected, and if the work will be subject to checking and by whom.

Describe the types of situations or problems that would require exercising judgment, and describe the consequences of inappropriate judgment exercised by the position.

Supervision Received:

Outline the level of supervision the position receives.

Supervision Given:

If applicable, outline the level of supervision the position is given.

Education/Work Experience:

List the minimum educational qualifications required for the position as well as any additional preferences.

List the minimum work experience required for the position as well as any additional preferences.

Performance Competencies and Criteria:

List the skills, or abilities that are necessary to be successful in the position.



Position Identification:

Position Classification: Excluded M & P, Human Resources family, Level C
Position/Business Title: Human Resources Advisor
VP/Faculty: AVP Administration and Finance, UBC Okanagan campus
Department: Human Resources
Location: UBC Okanagan campus

Job Summary:

This position is responsible for providing advice and recommendations on a wide range of human resources management issues affecting staff employees to Associate Vice Presidents, Deans, Directors, Department Heads, faculty, managers, front-line supervisors and employees. Develops and supports leadership in human resource practices.

Organizational Status:

Reports to the Manager, Employee Relations (Okanagan campus). Provides consultation to Associate Vice Presidents, Deans, Directors, Department Heads, faculty, Managers, front-line supervisors and employees. Develops leadership in HR practices within large group of administrators. Consults with HR Specialists as needed. Works with various HR units and University departments. Negotiates and discusses issues with union and employee group representatives. Provides direction and training to Human Resources Associates and support staff. Contacts and works with external agencies such as relocation firms, Human Resources Development Canada, Employment Insurance and the Workers Compensation Board.

Organization chart attached.

Major Responsibilities:

1. Encourages sound employee relations by:

- Developing and recommending solutions to resolve various HR issues, grievances and disputes by researching situation, developing options, presenting, facilitating and/or negotiating resolutions and documenting processes. Representing the University, Human Resources and the client department when negotiating with union and various employee group representatives.
- Providing interpretation and advice regarding a variety of negotiated agreements, provincial and federal government legislation and University policies, procedures, practices and guidelines.
- Developing and drafting letters of agreement, responses to issues and grievances (up to and including step 2) and termination letters.
- Selecting and working with external relocation counsellors in determining and arranging the provision of services for terminated employees.

- Providing input into collective agreement changes and making recommendations for new and/or changes to HR and University practices, policies and procedures.

2. Develops and supports leadership in human resources practices by:

- Providing coaching and counselling to administrators in sound and effective HR practices. Researching and developing tools and processes to support these practices. Enabling and supporting ongoing professional development.
- Researching and identifying options, solutions and action plans for all aspects of human resources management pertaining to staff employees; such as organizational change, contract and policy interpretation, grievance processes, discipline, termination of employment, dispute resolution, recruitment, job evaluation and classification, salary administration, performance development and return to work situations. Maintaining macro view of the client portfolio in order to anticipate needs.
- Advising client departments in the areas of organizational development and change. Determining needs, and participating or assisting in the development of strategic plans to meet business, organizational and operational requirements. Working in partnership with HR Specialists as needed.

3. Contributes to a healthy and productive work environment by:

- Recommending classifications and evaluating positions to determine appropriate classification levels and salaries ensuring equity among University-wide positions. Auditing and writing recommendations regarding classification of positions. Representing HR Department at appeals.
- Overseeing the work, providing training to and coaching Human Resources Associates and support staff.

4. Provides consultative services on all aspects of human resources by:

- Initiating, developing and maintaining effective relationships with client departments and employees within the organization and contacts outside the University when working with a variety of human resources issues which may be time sensitive or have financial or legal implications.
- Counselling and advising management, staff employees and the general public on a variety of HR issues.
- Developing and delivering training workshops and sessions in support of HR and University initiatives and departmental needs.
- Providing a forum for discussion of common concerns and issues in addition to ensuring that department representatives are aware of new and current human resource practices.
- Contacting and responding to enquiries from various external agencies and organizations on a variety of human resources issues. This includes partnering with HR representatives from other employers, such as the hospitals, on shared issues. Representing HR and the University in communications with the external community.
- Remaining current with new HR practices, management philosophies, techniques and tools.
- Participating in a wide range of projects and committees.
- Performing other related duties as required.

Consequence of Error/Judgement:

The decisions and recommendations of the Human Resources Advisor has or may have legal, financial, contractual and operational implications for the University, client departments and employees, both in the short and long term. Poor working relationships may contribute to lower staff morale and have a negative impact on the reputation of the University and the Human Resources Department and affect relations with various contacts. Failure to accurately assess client needs, exercise appropriate judgement and foresight may impact on the ability of the University, Human Resources Department, client departments and employees in achieving their objectives or goals.

Supervision Received:

Reports to the Manager, Employee Relations. Works under direction within broad objectives from the Manager, Employee Relations.

Supervision Given:

Oversees the work of and provides training to Human Resources Associates and staff.

Working Conditions:

Normal office environment. Frequently required to visit client departments in various locations. Ability to travel.

Qualifications:

Education/Work Experience:

- University degree in a related field or an equivalent combination of education and experience.
- Minimum five years' related human resources experience, including advisory or generalist experience. Experience in the administration of collective agreements and employee relations in a complex, unionized environment. Training and presentation experience preferred.

Performance Competencies and Criteria:

- Thorough knowledge of current Human Resource Management practices.
- Knowledge of provincial and federal legislation governing employers' human resource practices.
- Effective oral and written communication, interpersonal, organizational, analytical, problem-solving, facilitation and conflict resolution skills.
- Effective computer skills.
- Demonstrated ability to establish and maintain supportive working relationships.
- Proven ability to develop and implement strategies to meet the needs of clients.
- Proven ability to work in a team and collaborate with others.
- An understanding of the university environment and culture is an asset.
- Ability to function effectively within a changing environment