 

# IDENTIFICATION

|  |  |
| --- | --- |
| **Department** | **Position Title** |
|  |  |
| Position Number | **Community** | **Division/Region** |
|  |  |  |

# PURPOSE OF THE POSITION

(The full position title is responsible for overall purpose/function of the position within general context to ensure stated end result.)

# SCOPE

(Outline the overall accountability of the position and impact on the environment in which it operates. This includes information such as contacts, the level of authority it has within its’ departmental structure (over work, staff and resources as applicable) and the constraints (legislation, acts, regulations) that the position works within. Also include the community the position is located in and its reporting relationships.)

### DIMENSIONS

* Reporting Positions (direct or indirect/functional relationship)
* Compensation & Benefits ($)
* Operations & Maintenance ($)
* Grants & Contributions ($)
* Capital ($)

### RESPONSIBILITIES

1. Global Responsibility Statement.
2. Next major responsibility.
3. Next major responsibility.
4. Next major responsibility.
5. Next major responsibility.

**WORKING CONDITIONS**

### Physical Demands

(This involves physical exertion produced by the incumbent in carrying out the responsibilities of the position *beyond* a standard office environment.)

**Environmental Conditions**

(This includes conditions in the work environment that have potential for negative physical impact on the incumbent.)

### Sensory Demands

(Sensory demands are an intense, combined used of 2 or more of the 5 senses required to accomplish activities.)

### Mental Demands

### (Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent. This section includes travel required of the position as well.)

### KNOWLEDGE, SKILLS AND ABILITIES

* Knowledge…
* Skills…
* Abilities…

**Typically, the above qualifications would be attained by:**

(Insert the ideal combination of education and experience required for the position.)

### ADDITIONAL REQUIREMENTS

**Position Security** (check one)

[ ]  No criminal records check required

[ ]  Position of Trust – criminal records check required

[ ]  Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

[ ]  French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) [ ]       Intermediate (I) [ ]     Advanced (A) [ ]

READING COMPREHENSION:

Basic (B) [ ]       Intermediate (I) [ ]      Advanced (A) [ ]

WRITING SKILLS:

Basic (B) [ ]   Intermediate (I) [ ]   Advanced (A) [ ]

[ ]  French preferred

**Indigenous language:** Select Language

[ ]  Required

[ ]  Preferred

**CERTIFICATION**

### Title:

##### Position Number(s):

|  |  |
| --- | --- |
| Employee SignaturePrinted NameDate*I certify that I have read and understand the responsibilities assigned to this position.* | Supervisor SignaturePrinted NameDate*I certify that this job description is an accurate description of the responsibilities assigned to the position.* |
|  Deputy Head/Delegate Signature Date*I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.* |

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**