**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 (X direct, and X indirect)
* Compensation & Benefits ($)
* Operations & Maintenance ($)
* Grants & Contributions ($)
* Capital ($)

### RESPONSIBILITIES

1. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Global responsibility statement.
3. Global responsibility statement.
4. Global responsibility statement.
5. Global responsibility statement.

**WORKING CONDITIONS**

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable working conditions;

### Physical Demands

(This involves physical activity performed by the incumbent in carrying out the responsibilities of the position, *beyond* what is required in a standard office environment. Examples: extensive walking, heavy lifting, )

**Environmental Conditions**

(This includes environmental exposures/conditions beyond what is required in a standard office environment. Examples: toxic or unpleasant fumes, loud noise, vibration, dirt, dust, etc.)

### Sensory Demands

(Sensory demands are the intense, simultaneous use of 2 or more senses in order to accomplish assigned activities.)

### Mental Demands

### (Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent. Example: required travel away from home base, regardless of method of travel, is recorded in this section.)

### KNOWLEDGE, SKILLS AND ABILITIES

* Knowledge of…
* Skilled in…
* Able to…
* Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

(Insert the combination of education level and years of experience that will enable competent performance of the position. The ‘equivalent combinations’ statement below must be included in all JDs.)

Equivalent combinations of education and experience will be considered.

### 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:

|  |  |
| --- | --- |
| Employee Signature  Printed Name  Date  *I certify that I have read and understand the responsibilities assigned to this position.* | Supervisor Signature  Printed Name  Date  *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.**