

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

Position No:

Position Title: Governance Officer

Headquarters: Ayamdigut Campus

Supervisor's Title: University Secretary and Legal Counsel

Division: University Secretariat

Date Completed: January 2, 2024

PART II - SUMMARY (broad statement of why position exists):

The Governance Officer provides support to the University Secretary and General Counsel in their exercise of powers and duties pertaining to university governance and protocol. Functionally, the Officer will support the primary mandate of the University Secretariat, which is being the key link between the executive leadership and governance of the university, supporting both by instilling good governance, authentic engagement and accountable practices.

As a member of the Secretariat, the Governance Officer acts as a resource person for members of the university community (students, faculty, staff, senior administrators, alumni, and members of governing bodies) in providing advice and direction about the governance and decision-making processes of the institution, policy development, records management, protection of privacy, and other matters related to the Secretariat.

The Governance Officer will work in coordination with other Governance Officers at the direction of the University Secretary and General Counsel to ensure that all duties of the University Secretariat are fulfilled.

This position requires a significantly high level of independence and initiative as many systems within the jurisdiction of the University Secretariat are still being built.

A. Duties and Responsibilities

1. Major function - the single most important activity or responsibility required (describe what is done, how it is done, and why it is done):

a) Managing institutional policy development processes:

- Guides and facilitates the formulation, review, publication and implementation of institutional policies and procedures, including recommendation on involvement of key stakeholders and collection of feedback on proposed policy revisions in accordance with the University's Policy Framework.
- Assists with the policy development process by ensuring consistency and avoiding duplication or conflicts among policies; identifies policies, procedures, processes or practices that could be revised, simplified, eliminated or created to better meet the needs of the University community;
- Provide support to Faculties and Departments on the development, revision or elimination of policies in accordance with the University's Policy Framework;
- Oversee the University's Policy Framework by developing processes and proposing improvements;
- Communicates policy changes and revisions to the campus community and retains appropriate records within the policy library.
- Maintains the public registry of University policies.

b) Executive level support to university governing bodies:

- Provides support, through the University Secretary and General Counsel, to the governing bodies of the institution (Board and Senate) including their relevant committees, working groups, and project teams.
- Coordinates materials for governing bodies.
- Ensures that decisions of Senate, Board and their committees are made appropriately in accordance with legal requirements and obligations established in law and by the policies, procedures and regulations approved by Board and Senate.
- Develops, coordinates and implements engagement strategies for stakeholders of university governance.
- Provides support to the University Secretary, university leadership, and relevant committees in the oversight and interpretation of institutional policies and bylaws.
- Provides support to ensure the proper application of governing bylaws, regulations, and university policies (e.g., student conduct and faculty tenure and promotion appeals).
- Works with the University Secretary, university leadership, governance leadership and interested parties in reviewing and assessing institutional decision-making processes, strategies and policies to identify areas for improvement.

c) Managing institutional records management obligations:

- Leads the University in the application of the records classification system and retention schedule, including working with all Faculties and Departments in the development and use of records repositories systems and services, management of and training in the records management system.
- Identifies, recommends, implements and manages an automated records management solution in a SharePoint and other environments;
- Develops university archives and oversees implementation of archival processes;
- Develops and promotes compliance with the University's records management program
- Working with key administrative units to ensure that employee orientation, training and education includes records management knowledge, skills, and responsibilities; Providing support, expertise, and training in the collection and redaction of records;
- preparing correspondence, briefing notes, presentations and reports;

d) Managing institutional privacy and protection of information obligations:

- Supports the Designated Privacy Officer;
- Oversees and coordinates the University's Access to Information requests process and ensuring legislated timeframes are met;
- Maintains a current knowledge of the University's obligations and best practices with respect to protection of privacy and access to information;
- Provide education and support to University employees in privacy and access to information obligations;
- Ensures institutional compliance with access and privacy obligations through the development, recommendation and implementation of policies, processes web content and training materials that support best practices;

The duties in this section are to be shared between Governance Officers in accordance with annual workplans approved by the University Secretary and General Counsel such that an individual incumbent may not be responsible for each subcategory equally.

Approximate percentage of job time major function is 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%, e.g. 20%):

- A) Maintains and provides financial support services to the Secretariat, Senate, Board and respective Committees by:

- monitoring budgets by reviewing monthly financial statements for errors, ensuring corrections are made; following up as required;
- preparing variance and other budget reports;
- preparing personnel documentation when required such as employment hires and time sheets; producing employment agreements and acting/authority delegation forms for personnel/finance approval, obtaining signatures, authorizing stipends and time sheets and ensuring they are received in payroll on time;
- coordinating, preparing and administering purchase orders, travel authorization and claims, accounts payable/receivable, honorariums, petty cash, requests for payment and billing, third party contracts, purchase requisitions, etc. for Departments as required and advising staff on university financial guidelines and procedures;
- coordinating budget presentations;
- processing departmental purchase requisitions, credit card reconciliations, accounts payable/receivable authorizations, petty cash, travel and expense claims.

B) Supports the legal work done by the University Secretary and General Counsel by:

- Undertaking research at the direction of the University Secretary and General Counsel;
- Reviewing and summarizing documentary evidence at the direction of the University Secretary and General Counsel;
- Communication with internal and third parties regarding confidential matters related to active legal files at the direction of the University Secretary and General Counsel;

Approximate percentage of job time major function is performed: 10%

3. Examples of additional activities which may be performed from time to time:

- administrative duties flowing from substantive obligations as set out in this job description;
- serving on university committees/teams;
- collecting and maintaining statistical data on Department programs and services;
- coordinating and assisting in coordination of University wide events such but not limited to as public consultations, convocation, student awards ceremony;
- other duties as required.

Approximate percentage of job time major function is performed: 10%

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?

Approximately one (1) year.

B. Problem-solving and decision-making.

1. a) List any Acts, Regulations, and/or Policies/Procedures with which the incumbent must be fully familiar in order to perform the position's functions (e.g. Motor Vehicle Act, Business Corporations Act):

The University Act and Regulations
 All Yukon University Policies & Procedures including Senate and Board of Governors
 foundational documents
 Copyright Act
 Yukon Human Rights Act
 Collective Agreement between University and PSAC.
 Academic Regulations (academic council)

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

Yes - the application of all as required by all job functions.
Administering correct procedures.

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

Regularly required to make recommendations in all areas of responsibility to the incumbent's supervisor.

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

Incumbent and/or supervisor - situation depending.

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

- Policy drafts.
- Some Board and Senate documentation (agendas, dates, etc).
- Discrete decisions regarding records management.

- b) **What is the direct impact of those decisions?**

Credibility of the University and the University Secretariat in the eyes of the community.
Legal ramifications in complying with obligations. Commitment of funds, dependability of pay being on time and accurate, smooth functioning of Department, and effective assistance to staff, students, and public.

C. Freedom to Act

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

The Governance Officer's workplan is established annually by the University Secretary and General Counsel. The Governance Officer meets regularly with their supervisors. The Governance Officer must demonstrate both significant initiative and independence on day-to-day workload including setting daily priorities and be able to carry out Departmental duties and to act with minimal guidance and within tight deadlines. Incumbent is expected to use sound judgment when drafting and preparing correspondence and responding to requests for information.

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

See B 1 (a)

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

Through regular feedback from University Secretary and General Counsel and annual performance review.

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

Decisions involving exceptions to policy or precedent, exposure to legal risk, expenditures beyond delegated limits, irreconcilable competing interests, major political or governance implications, final decisions on actions that will directly impact the University Secretary and General Counsel or University Secretariat.

D. Financial Accountability

1. Program dimensions:

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

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

b) Who prepares this budget?

Incumbent prepares draft, subject to University Secretary and General Counsel's approval

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

Ensures expenditures do not exceed allocated budget. Accountable for payment of items authorized within designated signing authority according to agreed spending plans.

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

Yes, within departmental budget codes.

e) Signing authority levels:

Designated signing authority as per University policy.

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

N/A

E. Management Supervision of Human Resources

1. No supervisory duties.

2. Supervisory duties.

a) Number of positions supervised directly:

b) Nature of monitoring:

- 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) conduct 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 option to supervisor on selection of new employees, or make final decision on selection of new employees

____ l) other:

F. Key Personal Contacts

| <u>Who (what positions or groups)</u> | <u>Purpose</u> | <u>Frequency</u> |
|---------------------------------------|---|------------------|
| 1. University Secretary (supervisor) | Consultation | Daily |
| 2. Board Chair/members | Information & assistance | Weekly |
| 3. Senate, Senate committee | Information & assistance | Weekly |
| 4. Members of PEC & SEC | Information and follow-up | Daily |
| 5. Subordinate(s)/Peers | Work sharing/direction/advice | Daily |
| 6. Students | Information/scheduling | Weekly |
| 7. General public | Information | Daily |
| 8. Other university staff | Information | Daily |
| 9. Community groups | Information/scheduling | Daily |
| 10. YG representatives | Information/scheduling | Weekly |
| 11. First Nations organizations | Information | Weekly |
| 12. Division Management members | Agenda/information/ communications/reports | Weekly |

G. Tools, Equipment, or Machinery Used

| <u>Name</u> | <u>Purpose</u> | <u>Percentage of Time</u> |
|--------------------|---|---------------------------|
| Computer/Printer | Word- processing/database/budgeting/ internet/e-mail/ communications/ excel spreadsheets/graphic programming/ Banner/FAST –student records, financial and HR systems/ presentation software, web pages | 75% |
| Telephone | Communications | 10% |
| Video conferencing | Connectivity for meetings | 10% |
| Photocopier | Office/presentation materials | 5% |

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> |
|------------------------------------|------------------|---------------------------|
| Equipment, materials & supplies | 15 kg | 1 - 2% |
| Furniture (room set up) | 20 kg | 1 - 2% |

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> |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|---|-----|
| Normal office environment (sitting) | 80% |
| Other activity (running errands, driving, etc.) | 20% |

c) Describe any physical hazards present:

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
|-------------|---------------------------|

None

d) Describe special physical conditions leading to discomfort:

| <u>Type</u> | <u>Percentage of time</u> |
|-------------|---------------------------|
|-------------|---------------------------|

Extended periods sitting at a computer.

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 (budget planning, meeting agendas and minutes, short notice on workshop/travel schedules requiring booking of travel, accommodation & catering, obtaining supplies, payroll, hiring of contract employees, variance reports, meeting related deadlines, etc.)
- high level of irregular critical deadlines (requests for information to external agencies, meeting requests, changing and last minute priorities or instructions from University Secretary)
- constant interruptions (telephone, walk-ins, email, various customers wanting information; visits to University Secretary)
- instructions/requests from more than one source (due to variety of people dealing with)
- other:

f) Travel Required

- a) average number of trips annually 2
- b) average number of days per trip 3
- c) average distance per trip 400 km
- d) most frequent mode of transportation car or air

Travel to communities for Board meetings and other representations, including conferences.

I. Organization Chart

Complete portion above dashed line whether this position supervises others or not.
Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: University Secretary & Legal Counsel

Classification Level: ME8

PEER POSITIONS: (other positions that report to the immediate supervisor)

TBA

SUBJECT POSITION: GOVERNANCE OFFICER, UNIVERSITY SECRETARIAT

SUBORDINATE POSITIONS:

N/A

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 assigned to the position I occupy.

President or Designate's Signature

Incumbent's Signature

Date: _____

Date: _____

PART IV - Qualifications

To be completed by the University Secretary or designate

A. Minimum Knowledge, Skills and Abilities Required

- Undergraduate degree in a related field (law, policy, public administration, business administration, human resources) or related discipline with a minimum of 3 years experience
- Strong knowledge of and demonstrated experience with the University's administrative and governance systems and processes or an organization of comparable complexity.
- Experience, if not certification from an accredited institution, in the specific policy, governance, records management and/or privacy areas of the position.
- Superior ability to work independently, make decisions and act under pressure and tight deadlines.
- Exceptional attention to detail
- Strong team player, and ability to work within a diverse and busy team
- Sensitivity to cross-cultural/ international issues.

B. Licences, certificates required – Give title and section of any legislation, regulations, or other authority where applicable.

Driver's Licence – Class 5
Undergraduate degree

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Background in policy research and drafting policy.

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 Resource Services

Date: _____

University President

Date: _____