|  |  |
| --- | --- |
|  | |
|  |  | |
|  |  | |
| **JPD Number:** |  | |
| **Job Title:** |  | |
| **Date:** |  | |
| **Faculty/Admin Area:** |  | |
| **Department/Unit:** |  | |
| **Job Family (proposed):** |  | |

**Nature of the Work:** *(To whom position reports, complexity and amount of work/peak periods, other conditions: eg shift work, callout dangerous or stressful conditions etc):*

**Primary Purpose of the Position:** *(Key purpose, functions, roles):*

**Qualifications/Expertise Required:**

**Accountabilities/Tasks and Duties:** *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

**Occupational Health & Safety:**- Understands and complies with the requirements of the University's Occupational Health and Safety Policy  
-Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures  
-Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable  
  
**Driving on University of Calgary Business:**- While driving vehicles on university business, all drivers must comply with the Drivers Requirements as listed on the Risk Management and Insurance website at Driver Requirements | Risk | University of Calgary. https://www.ucalgary.ca/risk/risk-management-insurance/drivingvehicles/drivers/driver-requirements   
  
**Core Competencies**  *The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies, and detailed definitions can be accessed on the Human Resources website http://www.ucalgary.ca/hr/, or through contacting Human Resources.  
Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have up to 3 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE.*    
  
  
**COMMUNICATION: Ability to share information in an effective and collaborative manner.**   
  
Critical

Core  
  
**FLEXIBILITY: Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.**   
  
Critical

Core  
  
**INNOVATIVENESS/INITIATIVE: Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes.**   
  
Critical

Core  
  
**KNOWLEDGE AND TECHNICAL SKILLS: Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and desire to continuously learn.**   
  
Critical

Core  
**LEADERSHIP: Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others.**   
  
Critical

Core  
   
**PERSONAL EFFECTIVENESS: Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies.**   
  
Critical

Core  
  
**TEAMWORK: Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results.**   
  
Critical

Core  
  
**UNIVERSITY UNDERSTANDING: Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context.**   
  
Critical

Core