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| **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**   
**Competency 1 - Envision the Future**   
  
- Sensing Future Trends - Anticipates and interprets future trends, by drawing on their experience and university knowledge to make decisions, to problem-solve and to align people and resources in increasing challenging and complex situations.   
- Vision of the Future - Defines the future direction of the university, department, team or program and uses the vision to guide and align the efforts of all members of the university.   
  
**Competency 2 - Foster Innovation**   
  
- Climate for Innovation - To champion and facilitate the development of breakthrough research and new solutions; to bring in changes and new ideas that improve services, methods or approaches. Shows the ability to turn difficult situations into opportunities.   
  
**Competency 3 - Engage and Support Others**   
  
- Relationships - To establish and grow open and reciprocal relationships, understanding the importance of leveraging others to successfully achieve university objectives.  
- Empowerment and Enablement - To empower and enable others with appropriate authority and responsibility, and supporting their efforts to take responsibility.  
- Focus on Development - Cultivate the development of one's-self and others through coaching, mentoring, personal and professional development and supporting successful performance.   
  
**Competency 4 - Focus on Results**   
  
- Priorities Focus - The drive to achieve positive results and the ability to focus on accomplishing key objectives for oneself, the team and/or the university.  
- Climate for Results - Create or contribute to an environment which inspires potential, trust, learning and excellence while delivering results.  
- Change Focus - Facilitate and lead change by involving others and securing the necessary resources even when faced with complexity and/or ambiguity.   
  
**Competency 5 - Acting with Integrity**   
  
- Integrity - To support the core values of the university, to be congruent in what you say and do; to be trustworthy, respectful and honest, and to exhibit a high standard of integrity in all interactions.  
-Accountability and Fairness - To 'do the right thing;' be accountable and fair. This quality enables leaders and staff to be patient, flexible and accessible.