

SPECIALIST / PROFESSIONAL RESEARCH PERSONNEL

Job Family	Dimensions	Phase 1 Research Assistants	Phase 2 Research Assistants, Research Officers, Engineers	Phase 3 Research Officers, Engineers
<p>An identifiable professional career track (e.g. research, licensed engineering, etc) or knowledge in a unique field or function. Utilizes specific education directly in the workplace, which is usually an academic or research unit.</p> <p>May be skilled in conducting analyses and interpretation of data and processes ranging in complexity; may apply complex procedures for financial documentation systems applications, or information administration.</p> <p>May provide some guidance or work direction to groups and / or projects.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> research, analysis and support of projects advisory work, applying policies and guidelines some development and project work specialized tasks and activities short term planning horizon 	<ul style="list-style-type: none"> duties can be varied and eclectic, broad range and impact at the local level development, design and analysis of experiments tactical focus, medium term planning horizon independent research writing of papers/conclusions of research work 	<ul style="list-style-type: none"> high level of expertise in a particular area influences and leads extensive knowledge in the area of expertise aware of evolving industry practice and policies provide recommendations regarding impact or requirements for industry compliance for the unit or the university in general strategic focus, long term planning horizon
	<p>Education / Experience</p>	<ul style="list-style-type: none"> undergraduate degree and 1-2 years applicable experience minimum professional qualifications for industry 	<ul style="list-style-type: none"> undergraduate degree and 2-4 years applicable experience Graduate degree may be an asset professional qualifications associated with intermediate level of practice in the industry 	<ul style="list-style-type: none"> undergraduate degree and more than 5 years applicable experience Graduate degree may be an asset professional qualifications associated with advanced level of practice in the industry
	<p>Accountability</p>	<ul style="list-style-type: none"> applies established policies and procedures applies and follows set standards and procedures may be responsible for compliance for external regulations 	<ul style="list-style-type: none"> delegates responsibility provides input into development at the unit level may make recommendations 	<ul style="list-style-type: none"> develops and coordinates programs broad impact contributes directly to achieving the University's strategic directions affects reputation of the University acts as a key resource

ADMINISTRATIVE RESEARCH PERSONNEL

Job Family	Dimensions	Phase 1 Other	Other (Outside Family Phase Matrix)
<p>Performs operational and administrative duties that may include inputting and disseminating information, implementing and applying established policies, procedures and guidelines, preparing and drafting documentation, and may provide front-line support.</p> <p>Possesses knowledge of research unit and university policies and procedures. May require extensive knowledge of the unit and university and have frequent communication both within and outside the unit.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • Diverse duties • Autonomy within established policies, guidelines and procedures • Proficient administrative support • Some discretion in prioritizing tasks • May have local impact 	<ul style="list-style-type: none"> • Broad and diverse duties • High level of complexity • In-depth understanding of the units function • Perform independent highly complex and responsible administrative duties involving specialized knowledge. • Independent decision making regarding complex matters. • Works under minimal direction
	<p>Education / Experience</p>	<ul style="list-style-type: none"> • Post secondary certificate or diploma • Minimum of 1 years of applicable experience 	<ul style="list-style-type: none"> • Post secondary certificate or diploma • Minimum of 3 years of applicable experience
	<p>Accountability</p>	<ul style="list-style-type: none"> • Some discretion and decision making is exercised within established policies, procedures and guidelines. • Exercises effective decision making within the scope of job duties • Accountable for determining the execution of duties within the scope of position • Collaborative interaction with internal contacts and external off-campus contacts 	<ul style="list-style-type: none"> • Discretion and decision making is regularly exercised • Exercises effective problem solving and decision making • Frequent collaborative interaction with internal and external off-campus contacts • Determining what and how to execute duties.