**JOB FACT SHEET (JFS)**

FOR FULL-TIME ADMINISTRATION NON-BARGAINING UNIT POSITIONS

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| **EVALUATED INFORMATION:** *(completed by HROE only)* | |
| Evaluated Position Title: | Job Code: |
| Date Submitted: | Date Evaluated: |

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| **JOB INFORMATION:** *(Note: if creating a generic JFS, the Job Information section should relate to the division)* | |
| Position Title: | Department: |
| Division: | Location/Campus: |
| Immediate Supervisor Title: | |

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| **REASON FOR SUBMISSION** | |
| New Position: | Revised Position: |

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| **1. POSITION PURPOSE** |

*A* ***concise*** *description of the overall purpose of the position within the organization* ***(3 or 4 sentences only)****. Why does this job exist? Include only the most significant aspects of the position in terms of its goals, objectives and purpose.*

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| **2. KEY DUTIES** |

*Concisely describe the* ***key duties*** *of the job. Estimate the percentage of time spent on each duty (to nearest 5%).*

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| **#** | **KEY DUTIES** | **%** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| **3. EDUCATIONAL & FORMAL TRAINING** |

*Identify the* ***minimum*** *level of education, formal training or equivalency required for the job.*

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| **Education Level** | Shape, arrow  Description automatically generated | **State Specific Education Required** |
| College Certificate (1-2 years) |  |  |
| College Diploma (3 years) |  |  |
| General University Degree |  |  |
| Specialized University Degree |  |  |
| Master’s Degree |  |  |
| Doctorate |  |  |

*Specify* ***equivalency qualifications/education*** *that can be considered for the job.*

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*Specify* ***professional designation necessary*** *to fulfill the requirements of the job.*

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*Specify* ***regulated licenses and designation(s) necessary*** *to fulfill the requirements of the job. (Note: a regulated license is required in-order to practice, e.g. Law).*

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| **4. EXPERIENCE** | |
| *Identify the* ***minimum*** *experience in the form of the cumulative and progressive application of a discipline specific body of knowledge. State the typical years of experience required to competently exhibit the knowledge for the job.* | Shape, arrow  Description automatically generated |
| Job does not require any experience related to a specific body of knowledge. |  |
| Job requires a developing capability in a specific body of knowledge. |  |
| Job requires detailed and authoritative experience in a specific body of knowledge, without applying conceptual or creative application of that body of knowledge. |  |
| Job requires authoritative application of technical and managerial bodies of knowledge. Experience is broad and deep, and application of the experience produces new and creative approaches and solutions. |  |
| Job requires authoritative application of technical, professional and managerial bodies of knowledge. Experience borders mastery of concepts, principles and approaches. |  |
| Job requires outstanding and a pre-eminent command of multiple disciplines. |  |

*State any other specifics about the experience that help to exemplify how the experience is applied progressively in this job.*

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*State appropriate level of experience (in years) required for the job.*

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| **< 1 year** |  | **1 – 3 years** |  |
| **3 – 5 years** |  | **5 – 9 years** |  |
| **9 – 12 years** |  | **12+ years** |  |

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| **5. PROBLEM SOLVING** |

Problem solving varies according to the level of complexity in the type of problems that present themselves, and the availability of guidance and support in the form of policies, procedures, information and material. Problems may vary from straight-forward, well-defined to not defined and abstract.

*Briefly describe, at least* ***three*** *examples of problems which the job holder would* ***typically*** *encounter when performing in this job. When describing the problems, describe the complexity of the problems:*

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| ***Indicate the types of problems the job would experience and the typical percentage:***  *(Percentages MUST add up to 100%)* | **%** |
| *Problems are simple and well-defined.* |  |
| *Problems are defined, but require additional inquiry.* |  |
| *Problems are broadly defined and not really apparent, requiring investigation.* |  |
| *Problems are complex, requiring research.* |  |
| *Problems are highly complex and abstract, requiring extensive research.* |  |

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| **6. JUDGEMENT** |

The judgement required by the job holder in providing solutions may range from simple choices or one choice, to requiring the application of evaluation, reasoning, critical thinking and other analytical faculties.

*Briefly describe, at least* ***three*** *examples of the type of judgement which the job holder would typically apply when determining solutions:*

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| ***Indicate the judgement the job holder typically exercises in providing solutions:***  *(Percentages MUST add up to 100%)* | **%** |
| *Solutions rely on prescribed guidelines, procedures and prescribed directions.* |  |
| *Solutions vary, requiring application of judgement guided by learned or modified choices.* |  |
| *Solutions are adaptive, requiring interpretation, and modification of approaches.* |  |
| *Solutions are challenging, requiring independent judgement and critical thinking.* |  |
| *Solutions are diverse and highly challenging, requiring creative approaches and abstract thinking.* |  |

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| **7. FREEDOM TO ACT** |

The degree of freedom and authority of the job holder to act independently and to implement a decided course of action. The inherent authority and autonomy built into the job.

*Briefly describe at least* ***three*** *situations that demonstrate the level or freedom and authority held by the role.*

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| **8. IMPACT** |

Impact refers to the effect of decisions, actions, advice or counsel on the College’s (i) effectiveness; (ii) relationships; (iii) reputation; and (iv) financial results. Impact considers positive impact as opposed to negative impact or consequence, as it assumes that the job is completed at a fully competent level.

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| ***Decisions, actions, advice or counsel typically impacts:***  *(Select one statement that most accurately describes the nature of the impact of the job)* | Shape, arrow  Description automatically generated |
| Only the job. |  |
| The immediate team. |  |
| The department, function or project. |  |
| The department and beyond to a limited degree. |  |
| Impacts multiple departments across the College significantly. |  |
| *The entire College.* |  |

*Provide at least* ***two*** *specific examples of the impact selected above:*

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| ***The nature of the impact on relationships and reputation is:***  *(Select one statement that most accurately describes the nature of the impact on relationships and reputation)* | Shape, arrow  Description automatically generated |
| No impact. |  |
| *Minor impact on the relationships.*  *No impact on the College’s reputation.* |  |
| Direct impact on relationships.  Limited impact on the College’s reputation. |  |
| Direct impact on multiple relationships.  Direct impact on the College’s reputation. |  |
| Impacts the entire College and College’s reputation. |  |

*Provide at least* ***two*** *specific examples of the impact selected above:*

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| ***Select the appropriate financial accountability from the list below:***  *(Select one statement that most accurately describes the nature of the financial accountability of the job)* | Shape, arrow  Description automatically generated |
| No budget accountability. |  |
| *No budget accountability, except to prepare documents for financial approval.* |  |
| Has financial accountability for work unit or small budget. |  |
| Has financial accountability for the operational budget of the department, including approvals. |  |
| Has financial accountability for multiple operating budgets, including strategic budgets including approvals. |  |
| *Has financial accountability for an entire Division or the organization.* |  |

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| **9. COMMUNICATIONS** |
| Communications required by the job, both verbal and written and includes:  • *Communications for the purposes of* ***exchanging or interpreting information, influencing, persuading or negotiating***.  • *Contacts with stakeholders that may be* ***internal*** *or* ***external***.  • *Interactions that may be* ***routine*** *or may involve* ***difficult or emotionally charged situations****.* |

***Briefly describe the nature of the communications with internal and external stakeholders.***

***O = Occasional*** *(e.g. once in a while over a period of time)****F = Frequent*** *(e.g. repeated contact over a period of time)*

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| **INTERNAL TO THE ORGANIZATION:** | | | |
| **Stakeholder** | **Nature of Communications** | **O** | **F** |
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| **EXTERNAL TO THE ORGANIZATION:** | | | |
| **Stakeholder** | **Nature of Communications** | **O** | **F** |
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| **10. PEOPLE LEADERSHIP** |

The **formal supervisory responsibility** for people, or informal leadership providing coaching or mentoring or work coordination to others.  
 *Briefly describe the types of formal and informal leadership of this role:*

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| ***Select the appropriate people leadership from the list below:***  *(Select one statement that most accurately describes the nature of the people leadership responsibility of the job)* | Shape, arrow  Description automatically generated |
| No formal people leadership responsibility.  May coordinate small numbers of volunteers, students or NFT employees. |  |
| No formal people leadership responsibility.  Manages schedules, resources as part of day to day support. |  |
| Formal people leadership responsibility for a team or group of individual contributors. |  |
| Direct and indirect people leadership for a team of highly specialized group of individual contributors and/or multiple teams. |  |
| Job has formal responsibility for managing multiple multi-disciplinary teams of employees (typically through subordinate managers), performing a diverse set of activities. |  |
| Policy and strategic broad-based leadership across a Division and/or the College. |  |

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| **11. FUNCTIONAL/TECHNICAL LEADERSHIP** |

The informal functional and technical leadership demonstrated in ***subject matter expertise*** and ***advice on discipline specific topics****.*  
 *Briefly describe the ways in which the role provides functional/technical leadership:*

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| Type of Functional/Technical Leadership Provided | To Whom |
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| **12. PHYSICAL/SENSORY EFFORT** | | |
| *Consider the frequency, intensity, and duration of physical or sensory exertion required by the job.* | | Shape, arrow  Description automatically generated |
| **Minimal or occasional effort** | Exerts physical and sensory effort expected in a day-to-day office environment. May occasionally exert effort exceeding that expected in an office environment. |  |
| **Moderate effort** | Exerts regular, ongoing physical or sensory effort for a quarter to half of the work period for up to 2 hours at a time without the opportunity to switch tasks or take a break.  Physical tasks include, but are not limited to, walking or standing for extended durations and/or lifting or carrying objects from 20 - 40 lbs.  Sensory tasks include, but are not limited to, tasks that require close attention to detail over a moderate period of time without the ability for a break, and where focus and thinking must be sustained for a period of time. |  |
| **Considerable effort** | Job holder exerts regular, ongoing physical or sensory effort for more than half of a work period with intervals of greater than 2 hours with­out the opportunity to take a break or change to another task.  Physical tasks include, but are not limited to, climbing, digging, using heavy equipment that requires the continuous expenditure of physical effort, and/or lifting or carrying objects that are awkward and/or great­er than 40 lbs.  Sensory tasks include those that require close attention to detail over a consistently extended period of time without the ability for a break, and where focus and thinking must be sustained for an extended and continuous period of time. |  |

*Briefly describe the selection made above.*

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| **13. WORK ENVIRONMENT** | | |
| *Consider the disagreeable exposure to unavoidable conditions or hazards (chemicals, equipment, etc.) in relation to the safety of the job holder.* | | Shape, arrow  Description automatically generated |
| ***Minimal or limited exposure*** | *The work is performed in an environment with almost no exposure to disagreeable conditions or hazards.* |  |
| ***Frequent exposure*** | *Job holder is exposed to minor conditions or hazards.*  *Job holder is exposed to angry/impatient/distressed people fairly frequently.* |  |
| ***Severe exposure*** | *Job holder is exposed to major disagreeable conditions or hazards.* |  |
| ***Travel*** | *Job holder travels within the province and out of country moderately to frequently* |  |

*Briefly describe the selection made above.*

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| **14. HRBP REVIEW AND VALIDATION** | | | |
| **Divisional Approval for Evaluation Received** |  | **HRBP Reviewed** |  |