**Job Description for Position in TMG**

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| **Job Information** |
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| **Job Details** | **Employee Identification** |
| Job Title: |  | Name: |  |
| Department: |  | ID Number: |  |
| Location: |  | Signature: |  |
| Telephone: |  | Date: |  |
|  |  |
| **Manager Identification and Approval** | **Second Level of Approval** |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Department: |  | Department: |  |
| Telephone: |  | Telephone: |  |
| Signature: |  | Signature: |  |
| Date:  |  | Date: |  |

|  |  |
| --- | --- |
|  |  |
| **Reason for Evaluation** |
|[ ]  New job |
|[ ]  Re-evaluation |
|[ ]  Reorganization |
|[ ]  Periodic Review |
|[ ]  Other (please explain on next page) |

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| **Human Resources Use Only** |
| Job Family: |  |
| Band: |  |
| Evaluation Date: |  |
| Mosaic Job Number: |  |

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| **Supporting Information:**In this section, answer the following questions to explain the reason for the job submission. |

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| 1. Explain why this job is submitted for evaluation.
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| 1. For previously existing jobs; note the major changes.
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| 1. Have any job functions and accountabilities come from another existing job? If yes, identify the other job and describe what has been removed.
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| 1. Attach an Organizational Chart for the department. The chart should list job titles and incumbent names. In the case of a reorganization, include organizational charts showing both the old and new structure.
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|  |  |
| --- | --- |
| Job Title: |  |
| Reports To (Title): |  |
| Band: |  |

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| **Department, Unit or Project Description:**Provide a description of the department, unit or project as background and context for the job. |

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| **Job Summary:**In a brief paragraph, summarize the overall job responsibility and why the job exists. |

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| **Accountabilities:**Describe the accountabilities of the job. It may be helpful to group these using the major job functions as headings. Structure each statement about the job to include: “Action Word” + “Subject” + “Specific Activities”. List the accountabilities in order of importance. |

| **Qualifications:**List the minimum requirements for the job, as they exist now. |
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| Education: |  |
| Experience: |  |
| Knowledge/Skills: | *
 |

| **Dimensions:**Provide relevant factual, quantitative information to demonstrate the size and scope of the job. |
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| Staff Supervised | *
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| Financial Accountability |  |
| External Impact and Relationships |  |
| Operational |  |
| Administrative |  |
| Programs or Projects Managed |  |
| Other (specify) |  |

| **Working Conditions:**Describe any working conditions that are a normal part of the job and are beyond that experienced in a typical office environment. |
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| Physical Effort: |  |
| Physical Environment: |  |
| Sensory Attention: |  |
| Mental Stress: |  |

| **Leadership Capabilities:**This section describes the core leadership capabilities for McMaster University and is provided for information. **Do not edit this section**. |
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| At McMaster we believe in the ongoing cultivation of human potential, leveraging the diverse talents of our employees and recognizing that everyone has the opportunity to be a leader in their own role. McMaster’s core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these leadership capabilities: |
| **Takes a Strategic Approach*** Promotes McMaster culture and values
* Understands global trends and impact
* Anticipates challenges, risks and outcomes
* Gathers key information and resources
* Enables strategic plans through role
 | **Communicates and Collaborates*** Identifies opportunities to collaborate with others
* Generates trust and an inclusive environment
* Listens with insight and respect
* Leverages internal and community networks
* Provides meaningful recognition
 | **Drives Results*** Advances the University strategy
* Delivers with integrity
* Balances priorities to achieve success
* Accepts responsibility and accountability for results
* Takes prudent risks which enable innovation
* Operates with fiscal responsibility
 |
| **Champions Change and Innovation*** Acts as a positive change agent
* Illustrates resilience and adaptability
* Is bold in championing innovations
* Identifies  and fosters opportunities for continuous improvement
* Seeks and utilizes feedback
 | **Develops People*** Engages in personal, team and leader development
* Celebrates and promotes diversity
* Actions learning to enhance value of work
* Inspires others using a coach approach
* Provides balanced and timely feedback
 | **Invests in Relationships*** Enhances the university brand, reputation and financial success
* Builds relationships using a service model approach
* Creates positive student, employee and partner experiences
* Participates actively in community engagement
* Demonstrates creativity in resolving issues
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