**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. | |
| --- | --- |
| Education: |  |
| Experience: |  |
| Knowledge/Skills: |  |

| **Dimensions:**  Provide relevant factual, quantitative information to demonstrate the size and scope of the job. | |
| --- | --- |
| Staff Supervised |  |
| 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. | |
| --- | --- |
| 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**. | | |
| --- | --- | --- |
| 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 |