Job Profile

UCPL Number:
Job Title:
Date:
Faculty/Admin Area:
Department/Unit:
Job Family *(if known)***:**
Development Phase (*if known*)**:**

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:

Accountabilities (*Results and outcomes expected when roles are carried out successfully. If desired, add a list of tasks/duties at the end of this section*)**:**

Tasks and Duties *(Optional):*

Core Competencies

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies and detailed definitions can be accessed on the Human Resources website at www.ucalgary.ca/hr/learn/, through UCPL on the MyUofC Portal, or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have 3 to 4 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE. Please choose the relative weightings below.

01.0 COMMUNICATION *(Ability to share information in an effective and collaborative manner)*

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
    Core Importance
    Critical Importance

02.0 INNOVATIVENESS/INITIATIVE (*Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes*)

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
    Core Importance
    Critical Importance

03.0 TEAMWORK (*Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results*)

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
    Core Importance
    Critical Importance

04.0 KNOWLEDGE AND TECHNICAL SKILLS (*Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and a desire to learn*)

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THISCOMPETENCY:
    Core Importance
    Critical Importance

05.0 PERSONAL EFFECTIVENESS *(Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies)*

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
> Core Importance
> Critical Importance

06.0 UNIVERSITY UNDERSTANDING *(Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context)*

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
> Core Importance
> Critical Importance

07.0 LEADERSHIP (*Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others)*

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY:
> Core Importance
> Critical Importance

08.0 FLEXIBILITY *(Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation)*

PLEASE CHOOSE THE RELATIVE WEIGHTING FOR THIS COMPETENCY.
> Core Importance
> Critical Importance

Staff Member: **Date (yy-mm-dd):**

Team Leader/Supervisor: **Date (yy-mm-dd):**

Dean/Director (optional):   **Date (yy-mm-dd):**