**SPPH Job Description Template**

**Position Identification:**

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| Position Classification: |  |
| Position/Business Title: |  |
| VP/Faculty: Faculty of Medicine |  |
| Department: School of Population and Public Health |  |
| Location: |  |

**Job/Position Summary:**

Brief paragraph summarizing the **purpose** of the position. This may be expressed in terms of duties to be performed, results to be achieved or key contributions to be made.

**Organizational Status:**

Provide a brief description of the unit to give the position’s context.

Describe the relationships, interactions and liaisons with other functions and the nature of these relationships. Include the positions to which the position reports, works with, contacts (both internally and externally) and supervises.

*Housed within the Faculty of Medicine, the School of Population and Public Health (SPPH) is an innovative unit that encompasses many of the health-related groupings at UBC as a collaborative venture. The School is structured around four divisions: Occupational and Environmental Health; Health Services and Policy; Epidemiology, Biostatistics and Public Health Practice; and Health in Populations. The resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.*

**Work Performed:**

Identify the core responsibilities of the position – grouping related duties, key deliverables or results to be achieved.

List responsibilities in order of importance.

Use words that clearly and consistently describe the actual nature of the responsibility. For example, use of “manage” or “lead” indicates full accountability for the area vs. “coordinate”, “support” which indicates a contribution to, but not full accountability.

If applicable, outline specific conditions of employment and/or working conditions.

**Consequence of Error/Judgment:**

Describe the level of decision making expected, and if the work will be subject to checking and by whom.

Describe the types of situations or problems that would require exercising judgment, and describe the consequences of inappropriate judgment exercised by the position.

*This position will be responsible for access, collection, use and disclosure of personal information in accordance with the BC Freedom of Information and Protection of Privacy Act (RSBC 1996) and other UBC privacy and security policies. This position requires employees to work under strict confidentiality requirements; internal procedures and policies to protect personal information must be followed and adherence to these requirements will be regularly reviewed by the employer.*

**Supervision Received:**

Outline the level of supervision the position receives.

**Supervision Given:**

If applicable, outline the level of supervision the position is given.

**Education/Work Experience:**

* *Note: for this section, minimum education and experience are based on the job standard and cannot be changed. Please include the type of degree and/or the area of experience preferred.*

List the **educational qualifications** required for the position as well as any additional preferences.

List the **work experience** required for the position as well as any additional preferences.

**Skills:**

List the knowledge, skills, or abilities that are necessary to be successful in the position.

**Job Knowledge:**

**Job Requirements:** e.g. driver’s license, ability to travel, criminal record check