PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992881</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Indigenous Law Research Unit Coordinator</td>
</tr>
<tr>
<td>Department</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Reports to</td>
<td>ILRU Research Director and Lawyer</td>
</tr>
<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_____ Indirect_______</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 8</td>
</tr>
<tr>
<td>Last Updated</td>
<td>July 2018</td>
</tr>
</tbody>
</table>

2. Position Summary

The Indigenous Law Research Unit (ILRU) partners with communities to investigate questions pertaining to Indigenous law. Our vision is to honour the internal strengths and resiliencies present in Indigenous societies and in their legal traditions, and to identify legal principles that may be accessed and applied today – to governance, lands and waters, environment and resources, citizenship, justice and safety, and building Indigenous citizenries and economies. The ILRU also creates Indigenous law research materials for communities, academic institutions and practitioners. The ILRU is directed by Val Napoleon, Law Foundation Professor of Aboriginal Justice and Governance and Director of the JID/JD Program. For more information about the ILRU, please visit our website: [http://www.uvic.ca/ilru](http://www.uvic.ca/ilru).

Based in the Faculty of Law at UVic, and reporting to the ILRU Research Director and Lawyer, the ILRU Coordinator is the front-line person for Indigenous community partners and the general public, and is responsible for a range of communications, project administration, and organizational tasks within and outside of the university. The ILRU Coordinator is responsible for maintaining a complete understanding of ILRU projects, activities and finances, providing logistical oversight of ILRU projects and events, managing the design, content and production of communications plans, responding to inquiries, and coordinating the preparation of reports and key messaging in collaboration and coordination with the Faculty of Law. The Coordinator works in collaboration with the Manager, Indigenous Initiatives, in developing and supporting the Indigenous Legal Lodge’s educational, community and scholarly endeavors. The Coordinator also communicates the vision and work of the Unit to the broader community through social media, website design and public relations tasks.

Occasional overnight travel may be necessary.

3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILRU Administration:</td>
<td>• In collaboration with the Research Facilitation Officer, maintain a clear understanding of project finances and budgets.</td>
</tr>
<tr>
<td>30%</td>
<td>• Maintain system for tracking and managing project and activity milestones and deadlines.</td>
</tr>
<tr>
<td></td>
<td>• Draft Human Research Ethics applications, research protocols, consent forms and community handouts, confidentiality agreements, workshop descriptions and agendas, and contracts for purchasing and external contractors.</td>
</tr>
</tbody>
</table>
- Establish and implement procedures for electronic and paper file management and appropriate handling and storage of documents according to the *Freedom of Information and Protection of Privacy Act*, University of Victoria policy, and ILRU research agreements, humans research ethics certificates and policy on data security and confidentiality.
- Make recommendations to the Research Director and Lawyer on administrative policies and procedures.
- Compose correspondence for the ILRU team as needed.
- Organize and participate in recruiting, interviewing and hiring of ILRU researchers and student assistants. Draft job postings, liaise with the Law Co-operative Education Office and graduate student assistant, and manage logistics for interview processes.
- Coordinate the onboarding and training of ILRU researchers through planning orientation sessions, coordinating systems access, and problem solving as needed.
- Oversee the hiring of and liaising with external contractors for project work, including transcriptionists and translators.
- Oversee costing of ILRU materials and publications, and external services for ILRU.
- Prepare cheque requisitions, expense and travel reimbursements, payroll and appointment forms.
- Manage revenue collection on publications.
- Monitor office supply acquisitions; maintain computer and office supplies inventory.
- Support the work of ILRU staff and the Director with calendar management, scheduling and bring forward systems.
- Create and maintain contact lists and mailing lists.

2. Coordination of ILRU activities: 30%

- Liaise collaboratively and constructively with community partners, partner organizations, faculty, staff, student groups, UVic operational departments, personnel from organizations, universities, and the community at-large. This requires the Coordinator to keep appraised of internal policies, procedures, resources, costing of materials, research ethics, research agreements, and contracts.
- Manage and coordinate processes relating to research projects, research agreements, human resources, and the University of Victoria Human Research Ethics Board and Office of Research Services, in collaboration with the Research Facilitation Officer.
- Plan and coordinate events, team meetings, training sessions, retreats, conferences and workshops, in coordination with other units and staff. This includes contributing to program development, inviting speakers and guests, providing technical support for events, assisting with facilitation and introductions, booking venues, arranging travel and promotion.
- Record and maintain minutes and records relating to meetings.
- Organize project meetings, focus groups and workshops with community partners, including determining dates, preparing materials and gifts for communities and research teams, and booking flights and accommodations for team.
- Coordinate ILRU workshop, focus group, and event follow-up. This may include creating, distributing and tabulating feedback forms, issuing thank you notes and supporting the creation of reports or proposals related to the event.
- Work closely with the Manager, Indigenous Initiatives, to support the coordinating and organizing of events related to the Indigenous Legal Lodge’s educational, community and scholarly endeavors.
3. Communications and public legal education resources: 30%

- Act as the front line person for community partners, providing information on projects, specific resources or publications, and requests for meetings about projects or workshops.
- Track, prioritize and respond to email and telephone inquiries from students, potential and existing community partners, faculty, media and the general public.
- Coordinate development and maintenance of web content to ensure content is current, functional and accessible to the public and community partners; track traffic on website(s).
- Maintain social media/blog sites, including the creation and organization of content and editing of posts, and tracking of traffic on those sites.
- Maintain inventories of ILRU public legal education and outreach materials, tracking sales, gifts and ordering of new materials as needed.
- Promote ILRU in the community by presenting on ILRU work in the public, maintaining working relationships with supporters and funders, and drafting annual reports.
- Coordinate the development and publication of public legal education resources, including hiring staff and/or contractors, as needed, to complete specialized projects (e.g. graphic designers, filmmakers, artists).
- Communicate ILRU developments and events to affiliates, supporters and funders.

4. Report and Grant Writing: 10%

- Coordinate the compilation of data and content, editing and formatting of research reports and publications.
- Build archival records of ILRU events, activities, and outputs.
- Assist with the preparation of grant applications and oversee the collection of application components from collaborators and partners.
- Prepare annual reports.

4. Classification Factors:

Problem-Solving:
The ILRU Coordinator takes initiative and responsibility for implementing plans to achieve goals and acts independently in the daily management of the administration, coordination and communications functions of the department, consulting with the Research Director and Lawyer, Director and others when required. Uses critical thinking and good judgment in project management, responding quickly and appropriately to changing circumstances. Takes the lead in developing and recommending administration and communication processes and procedures. Duties require effective analysis and handling of situations using policies and procedures and past precedents to address problems, develop strategies and provide advice. The Coordinator uses knowledge of University policies and procedures, financial management, budgeting and human resources in a union environment, to recommend and incorporate changes and adjustments for the department. Works collaboratively with ILRU Director, Research Director and Lawyer, and Senior Researcher and Lawyer.

Responsibility for Financial & Material resources:
In collaboration with the Research Facilitation Officer, the Coordinator maintains a clear understanding of overall project finances up to $750,000 and ILRU’s complex, multi-year budgets across multiple research and general operating accounts. The Coordinator is responsible for tracking and ordering supplies and materials, managing and tracking sales of ILRU publications and materials, and independently costing the publication and re-publication of materials for ILRU’s sales inventory. The Coordinator recommends expenditures and contributes to the development of budgets including projection of expenses and supplies.
Responsibility for Human Resources:
ILRU Coordinator administers the appointment and payroll processes for the unit and is independently responsible for retaining contractors and vendors, such as graphic artists and printing and publication companies, respecting the development of new or publication of existing materials. Assists with the recruitment and hiring of research assistants and co-op students, and is responsible for answering and troubleshooting occasional to frequent ILRU staff and student questions about payroll, business and travel claims, access of electronic files on the ILRU drive, and research ethics, privacy, and confidentiality of data policy within ILRU or the University of Victoria.

Impact of Decisions and Actions:
The Coordinator is responsible for coordinating a wide variety of administrative and communication duties for ILRU. The position directly impacts the efficiency of ILRU and impacts ILRU’s ability to achieve its strategic goals.

The Coordinator represents ILRU, the Faculty and UVic in their communication and activities with Indigenous community partners and the general public. In this, they are responsible for coordinating communications and play a key role in ensuring content accurately reflects the work of the Unit, which could also have a considerable impact on the reputation of ILRU and the Faculty.

This position will need to work with diverse communities, particularly Indigenous communities, with multifaceted needs and expectations and will need to be adept at navigating these relationships. The Coordinator needs the capacity to identify and respond to potential challenges and opportunities fundamental to ILRU’s success, and respond sensitively and appropriate in different contexts to support and maintain ILRU’s relationships with its community partners. Even at the level of day-to-day administration, individual actions and decisions have a major impact on the success of community partnerships.

Independence:
This position is required to demonstrate advanced knowledge, judgment, and initiative through actions and recommendations. Acts independently on an everyday basis to prioritize tasks and deadlines and resolve issues related to unit administration, research projects, event coordination etc., seeking advice and direction from the Director and Research Director and Lawyer as needed.

Independently contacts external members of the community, senior managers, faculty members and students.

With input from the Director and Research Director and Lawyer, the ILRU Coordinator is responsible for overseeing the development and distribution of public legal education materials that communicate the work of the unit to post-secondary institutions, legal practitioners, Indigenous organizations and a targeted public audience.

Provides input into complex topics and issues that arise in ILRU projects.

5. Summary of qualifications:
The successful candidate will have an undergraduate degree and at least 3 years of administrative, project development, coordination and communication experience in an academic or equivalent field.

An equivalent combination of education, training and experience may be considered.

In addition this position requires:
- Experience in the administration of complex, multi-year projects from diverse funding agencies.
- Experience with coordinating large and small public events and workshops.
- Experience working in partnership with communities, in particular, Indigenous communities, with an understanding of Indigenous laws, histories, and societies.
- Strong interpersonal skills with a demonstrated aptitude for relationship building with diverse populations, especially with Indigenous communities.
- Ability to work respectfully with community partners, faculty, staff, and students with diverse backgrounds, societies, legal traditions, and experiences.
- Excellent organizational skills with the ability to manage multiple projects, prioritize, make decisions independently, be self-motivated, and consistently meet deadlines.
- Experience in budgeting and accounting.
- Aptitude in navigating and effectively using a wide range of software including Microsoft Office, Outlook, Excel, web development software, social media platforms and presentation software.
- Flexibility, diplomacy and tact, and ability to maintain confidentiality.
- Demonstrated ability to learn, interpret, and explain relevant policies and procedures.
- Proven ability to work independently and collaboratively in a team environment.
- Ability to adapt and work efficiently in changing circumstances.
- Excellent listening and communication skills, including ability to liaise with multiple parties on complex issues in a sensitive and respectful manner.
- Comfort with speaking in front of large groups and participating in presentations.
- Strong writing and editing skills.

Considered an asset:
- Grant and report writing experience
- Familiarity with University financial and administrative systems, policies, research processes and data security.
- Familiarity in learning new course management and financial and systems such as FAST and CourseSpaces.
- Experience in public relations.

<table>
<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager’s/Supervisor’s Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>