

ASPA Family & Phase Criteria Matrix April - 2015

INFORMATION TECHNOLOGY

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>A combination of education and experience, duties and career path allows for the participation in the technical/professional areas of Information Technology.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • coordinates and implements the day to day activities required to meet the goals and vision of the unit , area, project, or program • provides support at the unit level • independently exercises a scope of focused and assigned duties • operational focus, short term planning horizon 	<ul style="list-style-type: none"> • determines the steps required to achieve the goals and vision of the unit, area, project, or program • applies expertise in functional areas and acts as a resource • works independently, analyzes the current needs of the unit or area and uses a broad scope of available resources • tactical focus, medium term planning horizon 	<ul style="list-style-type: none"> • aware of evolving industry practice and policies and applies this extensive knowledge in determining the direction, goals, and vision of the unit or function • independently applies high level of expertise • influences and leads by evaluating the situation and identifying the future needs of the unit/area • strategic focus, long term planning horizon
	<p>Education / Experience</p>	<ul style="list-style-type: none"> • a minimum of 3 years of education / training / experience in a relevant related field • professional qualifications for industry if required 	<ul style="list-style-type: none"> • a minimum of 5 years of education / training / experience in a relevant related field • professional qualifications associated with an intermediate level of practice in the industry where necessary 	<ul style="list-style-type: none"> • a minimum of 10 years of education / training / experience in a relevant related field • professional qualifications associated with an advanced level of practice in the industry where necessary
	<p>Accountability</p>	<ul style="list-style-type: none"> • performs self-directed work within established guidelines and policies 	<ul style="list-style-type: none"> • exercises decision making and judgement in determining how to achieve the goals and visions of the unit, program, project, or area 	<ul style="list-style-type: none"> • ensures that the vision and goals of the unit, program, project, or area are determined and supported

INSTRUCTIONAL

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>A combination of education and experience, duties and career path allows for participation in the development, co-ordination and delivery of instructional materials to students.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • coordinates and implements the day to day activities required to meet the goals and vision of the unit , area, project, or program • provides support at the unit level • independently exercises a scope of focused and assigned duties 	<ul style="list-style-type: none"> • determines the steps required to achieve the goals and vision of the unit, area, project, or program • applies expertise in functional areas and acts as a resource • works independently, analyzes the current needs of the unit or area and uses a broad scope of available resources 	<ul style="list-style-type: none"> • NA – academic staff
	<p>Education / Experience</p>	<ul style="list-style-type: none"> • a minimum of 3 years of education / training / experience in a relevant related field • professional qualifications for industry if required 	<ul style="list-style-type: none"> • a minimum of 5 years of education / training / experience in a relevant related field • professional qualifications associated with an intermediate level of practice in the industry where necessary 	<ul style="list-style-type: none"> • NA – academic staff
	<p>Accountability</p>	<ul style="list-style-type: none"> • performs self-directed work within established guidelines and policies • primarily delivers prepared content • provides instructions and/or demonstrates techniques 	<ul style="list-style-type: none"> • exercises decision making and judgement in determining how to achieve the goals and visions of the unit, program, project, or area • responsible for content preparation 	<ul style="list-style-type: none"> • NA – academic staff

MANAGERIAL

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>A combination of education and experience, duties and career path is applied to a set of responsibilities and accountabilities for staff, budgets, facilities and other resources.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • coordinates and implements the day to day activities required to meet the goals and vision of the unit , area, project, or program • provides support at the unit level • independently exercises a scope of focused and assigned duties • operational focus, short term planning horizon 	<ul style="list-style-type: none"> • determines the steps required to achieve the goals and vision of the unit, area, project, or program • applies expertise in functional areas and acts as a resource • works independently, analyzes the current needs of the unit or area and uses a broad scope of available resources • tactical focus, medium term planning horizon 	<ul style="list-style-type: none"> • aware of evolving industry practice and policies and applies this extensive knowledge in determining the direction, goals, and vision of the unit or function • independently applies high level of expertise • influences and leads by evaluating the situation and identifying the future needs of the unit/area • strategic focus, long term planning horizon
	<p>Education / Experience</p>	<ul style="list-style-type: none"> • a minimum of 3 years of education / training / experience in a relevant related field • professional qualifications for industry if required 	<ul style="list-style-type: none"> • a minimum of 5 years of education / training / experience in a relevant related field • professional qualifications associated with an intermediate level of practice in the industry where necessary 	<ul style="list-style-type: none"> • a minimum of 10 years of education / training / experience in a relevant related field • professional qualifications associated with an advanced level of practice in the industry where necessary
	<p>Accountability</p>	<ul style="list-style-type: none"> • performs self-directed work within established guidelines and policies • operational management at a unit or functional level 	<ul style="list-style-type: none"> • exercises decision making and judgement in determining how to achieve the goals and visions of the unit, program, project, or area • involved in policy and development and implementation 	<ul style="list-style-type: none"> • ensures that the vision and goals of the unit, program, project, or area are determined and supported • recognizes needs and is responsible for policy development

SPECIALIST / PROFESSIONAL

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>A combination of education and experience, duties and career path allows for the participation in an identifiable professional career (e.g. nursing, accounting, engineering) or a unique field of expertise (e.g. project managing, student advising, media producing, administration)</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> coordinates and implements the day to day activities required to meet the goals and vision of the unit , area, project, or program provides support at the unit level independently exercises a scope of focused and assigned duties operational focus, short term planning horizon 	<ul style="list-style-type: none"> determines the steps required to achieve the goals and vision of the unit, area, project, or program applies expertise in functional areas and acts as a resource works independently, analyzes the current needs of the unit or area and uses a broad scope of available resources tactical focus, medium term planning horizon 	<ul style="list-style-type: none"> aware of evolving industry practice and policies and applies this extensive knowledge in determining the direction, goals, and vision of the unit or function independently applies high level of expertise influences and leads by evaluating the situation and identifying the future needs of the unit/area strategic focus, long term planning horizon
	<p>Education / Experience</p>	<ul style="list-style-type: none"> a minimum of 3 years of education / training / experience in a relevant related field professional qualifications for industry if required 	<ul style="list-style-type: none"> a minimum of 5 years of education / training / experience in a relevant related field professional qualifications associated with an intermediate level of practice in the industry where necessary 	<ul style="list-style-type: none"> a minimum of 10 years of education / training / experience in a relevant related field professional qualifications associated with an advanced level of practice in the industry where necessary
	<p>Accountability</p>	<ul style="list-style-type: none"> performs self-directed work within established guidelines and policies 	<ul style="list-style-type: none"> exercises decision making and judgement in determining how to achieve the goals and visions of the unit, program, project, or area 	<ul style="list-style-type: none"> ensures that the vision and goals of the unit, program, project, or area are determined and supported

OPERATIONAL ADMINISTRATIVE

Job Family	Dimensions	Phase 1
<p>Operational and administrative duties are performed in the application of practices and procedures.</p>	Primary Purpose	<ul style="list-style-type: none">• task focused, defined scope• Provides proficient clerical and administrative support• performs assigned specialized clerical and administrative tasks and activities• provides Office and/or accounting support• duties may require analysis of data/information as requested by supervisor
	Education / Experience	<ul style="list-style-type: none">• related certificate or diploma with a minimum of 2 years of experience
	Accountability	<ul style="list-style-type: none">• decision making and judgment is exercised within established policies, procedures, programs and/or projects• makes recommendations and provides input to others as others determine the operational needs of the unit. Recommendations and input are based on individual operational observations and/or feedback from others