



**Royal Roads**  
UNIVERSITY

**Job Title Guidelines**  
**For Management, Exempt and Non-Union Employees**

**Hiring Manager & Employee Version**

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## 1. Introduction

Royal Roads University supports the use of meaningful and consistent job titles across the organization.

The purpose of these guidelines is to:

- clarify RRU job families and job grading structure
- ensure consistency of executive, management, professional/technical and administrative job titles at RRU
- assist hiring managers and employees when proposing new job titles
- ensure accurate system approvals and reporting
- establish equitable representation of each position's responsibilities
- facilitate matching of RRU positions to the external market on a go forward basis

In the creation of this document, job evaluation information, internal data, and market information has been used. The common terms and definitions used throughout this document were compiled to ensure consistency and relevance to the job evaluation framework and salary structure. Please take the time to read through this document carefully. If you have questions, you should contact your HR Consultant.

## 2. Creating a Job Title

When creating new positions or proposing a change to title for existing positions, hiring managers should first consider organizational structure, role profile, job family, grade, and level. These standards should be followed to ensure job titles accurately describe the role and the nature of work being performed, as well as ensuring consistency across the University.

When creating new positions<sup>1</sup>, the hiring manager will complete the approved role profile template. The HR Consultant will provide advice and feedback to the hiring manager (where necessary) to update to a final job profile. Once complete, the Job Evaluation Committee will complete the interim job evaluation, classify the job and approve to proceed to the next step.

For existing positions when proposing a title change, hiring managers will send an email to their assigned HR Consultant explaining the change and to seek confirmation and approval that the new title meets the job title standards.

NOTE: Job titles will not be approved if they imply a status or authority beyond that which the job has or is assigned (i.e. 'Director of X' title for a 'X Analyst' role). If additional support is required, please contact the Associate Director HR – Total Rewards & Analytics.

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<sup>1</sup> Note: prior to creating a new permanent position using the staff hiring requisition process you must have approved funding in the department staffing budget.

**3. Overview of job families and grades**

New Job Family Grades				
EM D				Executive and Senior Management
EM C				
EM B				
EM A				
ME D			Management and Excluded	
ME C				
ME B				
ME A				
MPT D		Operational Managers, Professional & Technical		
MPT C				
MPT B				
MPT A				
ADM D	Administrative Support			
ADM C				
ADM B				
ADM A				

## 4. Generic Level Descriptors

### **Job Family – Executive and Senior Management (EM)**

Core Executive roles providing broad managerial guidance. Results are reviewed by executive management and/or Board. Roles which are responsible for senior level decision making, guiding broad policy and strategic objectives and determining operating direction of major functions.

### **Job Family – Management and Excluded (ME)**

Lead a clearly defined team/functional area or department within Royal Roads University, manage people and development, develop and implement policies, procedures and best practices and contribute to the development of strategy, in line with university guidelines, business/operational plans and strategy, in order to ensure the realization of strategic objectives of the assigned team/functional area or department. High-level, very specialized technical or professional positions may be part of this job family, though this would be an exception.

### **Job Family – Operational Managers, Professional and Technical (MPT)**

Develop, advise on, and implement policies, procedures, tools and/or systems, within their own field of expertise and in line with business demands and Royal Road University policies, in order to contribute to high-quality policies and systems that enable high-quality education. First level operational managers/team leaders/supervisors are also part of this job family.

### **Job Family – Administrative Support (ADM)**

Perform administrative support activities for a department and/or team, in line with instructions, procedures and regulations, in order to contribute to the realization of goals of the supported department and/or team.

## 5. Job Title Options

Job Family	Levels	Job Title Options
Executive and Senior Management (EM)	D	Vice President
	C	Vice-President
	B	Vice-Provost, Dean Associate Vice President
	A	Associate Vice-President
Management and Excluded (ME)	D	Associate Vice President; Director (of), University Librarian
	C	Director (of)
	B	Associate Director (of), Manager (of)
	A	Manager (of) , Senior Administrative Manager*
Operational Managers, Professional and Technical (MPT)	D	Manager (of); Administrative Manager*; Strategist; Coordinator; Counsellor, Executive Assistant
	C	Manager of, Administrative Manager*; Consultant; Advisor, Officer; Specialist, Coordinator, Executive Assistant
	B	Advisor; Analyst; Coordinator; Specialist, Officer, Senior Technologist
	A	Advisor, Coordinator, Analyst, Technologist. Associate
Administrative Support (ADM)	D	Coordinator, Associate, Assistant
	C	Associate, Assistant, Technician;
	B	Office Assistant
	A	Representative

\*Examples of Administrative Manager titles include: Business, Operations, Payroll, Risk, Capital Projects etc. This denotes managing a function vs managing people.

These titles are a foundation on which to build a job title. The title must meet the criteria for that level. This is not an exhaustive list and may evolve over time. If you are interested in having a title considered, please contact your HR Consultant.

## 6. Job Title Structure

A job title is defined as a 'descriptive name' for the totality or the holistic view of the job. This includes the Nature of Work, the Primary Purpose, and the various Accountabilities expected of the job. A job title is intended to reflect the occupation and identify the nature and level of the job duties being performed as well as to lend credibility to the job and personal satisfaction to the incumbent.

All job titles should have characteristics that will make the title identifiable both internally and externally to the organization. They are especially important when attempting to compare jobs with external organizations, a process critical in compensation surveys and recruitment, thus it is also important to use titles commonly used in the market.

It is also important to differentiate between a position that manages and one that is an individual contributor.

- Those in the Executive Job Family spend the majority of their time leading the organization's short-and long-term strategy and enterprise wide organizational matters.
- Those in the Management Job Family typically spend most of their time managing people, their work is achieved primarily through others, and they are accountable for setting direction.
- Those in the Operational Managers, Professional and Technical Job Family are considered individuals whose work is typically achieved by that individual. They may also manage a function and/or may lead a team.
- Those in the Administrative Support Job Family are individual contributors who support the hiring manager by implementing decisions. They are often the first line contact for service for clients.

In an effort to remain consistent and streamline our titling, an appropriate titling structure is required. It is important to ensure the job title is reflective of the position as it will associate the position to the compensation and benefits. Discussions regarding titles should occur during the initial classification stages when creating a role profile, taking into account pay band, career band, equity, and organizational structure.

Royal Roads University's job title structure positions the components in the following sequence:

### **Job Title, Faculty/Department/Unit**

*Examples:*

- Manager, Student Success
- Associate Director, Financial Services
- Senior Administrative Manager, Faculty of Management
- Administrative Assistant, VP Academic and Provost
- Accounting Assistant

## **Resources and Support**

For more information see the Human Resources [Exempt Compensation Plan](#). For support, please contact your assigned HR Consultant.