

The local salary

policy for

UiT

The Arctic

University of

Norway



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INTRODUCTION

This is UiT the Arctic University of Norway's (UiT) salary policy with criteria for assessing salaries. The salary policy applies to all employees and managers at UiT.

UiT's salary policy is based on the state's salary policy as outlined in the Main Collective Agreements (HTA) and other agreements between the employer and the trade unions. UiT's salary policy should be exercised in a good and developing cooperation between the employer and trade unions, meeting as equal partners.

The employer is represented in discussions and negotiations by the rector or the person they authorize.

Employees are represented by their trade union in discussions and negotiations.

The salary policy applies to all employees, regardless of whether they are affiliated with a trade union or not.

In salary negotiations, individual employees submit their salary claims through their trade union. The employer and trade unions see it as an advantage for individual employees to be affiliated with a trade union.

GOALS AND PRINCIPLES

The salary policy aims to support the university's strategic goals. The salary policy should contribute to:

- Making UiT an attractive workplace with competitive conditions
- Promoting engagement, responsibility, and good results
- Attracting, developing, and retaining employees
- Having satisfactory salary conditions for all positions
- Ensuring that all employees receive salary development over time
- Helping to equalize or correct gender-based and other types of unjustified salary differences

Assessments of salary conditions are part of managers' duty to evaluate and follow up on their employees. The Main Collective Agreements in the state, the salary policy, central and local special agreements on salary policy measures bind managers, union representatives, and employees at UiT.

POSITION AND SALARY PLACEMENT

Before a position is announced, the manager must make a concrete assessment of the position's responsibilities and work content according to the position assessment criteria. When placing the position, the type of position, job title, position code, and salary level must be assessed.

Position assessment criteria

- Requirements for formal competence

- Requirements for real competence
- Independence in relation to the job description
- Degree of managerial responsibility and authority (personnel, financial, and professional responsibility)
- Requirements for experiences and achieved results in previous positions
- Requirements for personal qualities

The various job descriptions indicate the Job content, and the qualifications required in the various position codes.

Discussion of salary placement upon announcement

Before announcing a vacant position, the Recruitment Section informs the union representatives about the salary the position will be announced with. The main union representatives can request to discuss the salary placement. Discussions take place with the trade unions that have requested discussion.

Determination of salary upon employment

Employees are placed in salary according to the announcement text, qualifications, and competence. Applicants can contact their trade union for advice on the salary offer.

Assessment of salary up to 12 months after employment

The manager must, within 12 months after employment, and upon transition from temporary to permanent employment, reassess the employee's salary placement within the position's salary options, after dialogue with the employee, cf. HTA § 2.5.5. The manager calls for a salary conversation. When the assessment is made, the manager gives feedback to the employee, and any salary change is sent to the Salary and Personnel Services Section.

Main union representatives are annually given a written overview of the use of the provision for the enterprise, cf. HTA § 2.5.5 no. 3.

Assessment of salary upon re-entry after leave

Employees who have been on full leave from their position without salary, and who have not been assessed in local salary negotiations, must be assessed salary-wise by the employer upon re-entry. This is discussed with the union representatives. Units at levels 2 and 3 discuss salary placement with the employee's trade union. The nearest manager informs the employee about the assessment.

Main union representatives are annually given a written overview of the use of the provision for the enterprise, cf. HTA § 2.5.5 no. 4 and 2.5.6.

Assessment of salary upon resignation from managerial functions

For employees who have had managerial functions with function allowance (for at least 24 months), discussions about salary increase can be conducted when the employee resigns from their managerial function. Discussions on this basis are conducted by ORGØK with union representatives. The nearest manager informs the employee about the assessment, and any salary change is sent to the Salary and Personnel Services Section.

CHANGE OF SALARY – CRITERIA AND PROCEDURE

Salary is determined, among other things, upon employment, local salary negotiations, or competence promotion. Change of established salary and/or change of position code can at UiT occur according to the main principles given in the Main Collective Agreements.

Table: Overview of Various Grounds for Salary Change

	Grounds for salary change	Legal basis	Responsible
1	Upon announcement and employment. The basis for determining salary upon announcement and employment is the position code, annual salary, and any minimum salary rates set by UiT or centrally.	Main Collective Agreement	Relevant unit manager Assistance from the Recruitment Section
2	The employer must, within 12 months after employment, reassess the employee's salary placement within the position's salary options.	Main Collective Agreement § 2.5.5 no. 3	Relevant unit manager
3	New assessment upon transition from temporary to permanent employment, reassess the employee's salary placement within the position's salary options.	Main Collective Agreement § 2.5.5 no. 3	Each faculty and department determines the division of labor for salary assessment
4	Salary assessment upon re-entry after leave without salary when the employee has not been assessed in local salary negotiations according to HTA § 2.5.1	Main Collective Agreement § 2.5.5 no. 4/2.5.6	Relevant unit manager
5	Seniority promotion	Main Collective Agreement, positions in salary ladder	Assistance from: Salary and Personnel Services Section
6	Local salary negotiations	Main Collective Agreement § 2.5.1	Union representatives, rector/ORGØK director. Secretariat: Organizational and Personnel Development Section.
7	Negotiations on special grounds.	Main Collective Agreement § 2.5.3	Union representatives, rector/ORGØK director

			Secretariat: Organizational and Personnel Development Section
8	Changed salary upon competence promotion for scientific employees	Regulations on employment promotion in teaching and research positions, local special agreement at UiT	Institute manager/dean Assistance from Salary and Personnel Services Section and Organizational and Personnel Development Section
9	Managers at the next managerial level	Main Collective Agreement § 2.5.2	Union representatives and rector Secretariat: Organizational and Personnel Development Section
10	Local special agreements at UiT	Main Collective Agreement § 2.5.4	Union representatives, ORGØK director Secretariat: Organizational and Personnel Development

Section Assessments at the individual level are exempt from public disclosure.

Salary and employee conversation

To follow up on employees' results in a good way, it is important that expected results are clearly communicated to the employee. This is ensured through annual salary conversations and employee conversations, as well as regular dialogue between the manager and the employee. UiT expects good employee conduct from all employees, as well as a desire to contribute to the further development of their fields.

The manager must invite to an annual conversation about competence, responsibility, salary, and career development, cf. HTA. The conversations should contribute to equal pay between genders and prevent discrimination according to the Equality and Anti-Discrimination Act. Upon re-entry after parental leave, the manager must conduct a conversation about competence, responsibility, salary, and career development.

Procedure for local salary negotiations (HTA § 2.5.1)

Local salary negotiations are conducted annually with the funds allocated by the central parties in the state. UiT can add funds from its own budget, decided by the university board or rector by authorization. The total pot is distributed according to the guidelines and directions set for each year's negotiations and/or agreed upon by the local parties.

Before salary negotiations start, at least one preparatory meeting must be held between the parties. In the meeting, the basis for negotiations, the size of the pots, and agreed guidelines in the Main Collective Agreements are discussed. In the meeting, any local guidelines and progress plans with deadlines for submission of claims, meeting plans, etc. are agreed upon.

Criteria for salary assessment

Salary determination reflects the individual employee's responsibility, tasks, and competence, and is practiced with necessary flexibility to solve specific challenges. Salary development stimulates and builds on engagement, responsibility, experience, and good results for the enterprise.

UiT has defined four overarching criteria for salary adjustments in local salary negotiations.

Contribution to goal achievement The employee works in a way that, within the applicable framework conditions, directly or indirectly contributes to UiT's goals being achieved. This also includes facilitating colleagues to achieve their goals, as well as working purposefully towards individual goals agreed upon in dialogue with the nearest manager.

Contribution to development The employee actively contributes to the further development of UiT, their field, and areas of responsibility.

Use of competence and experience in work The employee applies their knowledge and skills in a way that creates concrete results.

Exercise of good employee conduct The employee contributes to a good working environment and a positive cooperation climate and takes initiative for tasks that benefit the community. For managers, good employee conduct also includes the exercise of good leadership.

Managers and union representatives should assess salary and position changes for individual employees based on a holistic assessment.

Part-time work, care leave, parental leave, etc. should not hinder salary development.

Negotiations on special grounds

The parties can present claims for consideration at any time. The parties agree to gather all claims and consider them in negotiation meetings six times a year, four in the spring and two in the autumn. Employees submit claims through their trade union. Unit managers submit claims for their own employees to ORGØK. Urgent matters according to § 2.5.3 no. 2, retention and recruitment, can be considered continuously.

Claims according to HTA § 2.5.3. 1a)

In general, salary development should be taken care of in local salary negotiations and possibly seniority promotion. In special cases, negotiations on special grounds can be conducted, based on whether there have been significant changes in the conditions that were the basis for determining the employee's salary.

Claims for negotiations according to this point must include the following information:

- Position holder
- Which position
- Workplace
- Current placement (code, salary)
- Proposal for new placement (code, salary)
- Original Job content (attached announcement text/or description of Job content back to any last change)
- Description of current responsibilities and tasks in the position
- Elaboration of the conditions that have led to changes in responsibilities and tasks.

- Argumentation for the claim

APPENDIX 1:

General principles for conducting discussions and negotiations

- The employer and employee representatives meet as equal partners.
- The parties meet with representatives who have the necessary authorizations and competence.
- All meetings and all information exchanged in discussions and negotiations are strictly confidential. The parties can agree in meetings that exceptions are made from this, with the limitations that follow from laws and agreements. The final protocol, approved by the parties, is public.

Data basis

The employer must prepare salary statistics and analyses, annually and as needed. Examples of this can be:

- At individual or group level
- Position code
- Position category
- Units
- Gender
- Information about both gross annual salary and salary steps, as well as function allowance
- Seniority
- Overview of the use of the Main Collective Agreements § 2.5.5 no. 3 and 4
- Overview of competence promotion for scientific employees
- Comparative salary statistics from other universities

APPENDIX 2:

Measures for main union representatives and released union representatives at enterprise level

The following points apply to measures for main union representatives at enterprise level and released union representatives with release financed by the enterprise.

Salary supplements are adjusted according to the proportion of release that the individual union representative at enterprise level has.

1. Released union representatives at enterprise level with a minimum one-year function period and minimum 50% release, as well as main union representatives, are given a lump sum upon first entry into the position, which is added to the gross annual salary in the ordinary position. The lump sum is negotiated by the parties according to HTA § 2.5.3 no. 2.

2. A function allowance is given as compensation for additional responsibility and the additional burden the position as main union representative entails. Main union representatives who are released at enterprise level are given an allowance of NOK 70,000 per year. The allowance is price-adjusted annually. The allowance ceases upon re-entry into the ordinary position.
3. Other released union representatives at enterprise level are given an allowance of NOK 50,000, according to the proportion of the position that is released. The allowance is price-adjusted annually. The allowance ceases upon re-entry into the ordinary position.
4. Upon transition from the role of union representative to the ordinary position, a real assessment of the salary level/position code the person is placed in must be made, linked to the competence the person has acquired in the role.
5. The employer is responsible for ensuring that released union representatives at enterprise level are assessed and taken care of in salary negotiations.

Taking care of union representatives' further service and career

Main union representatives and released union representatives at enterprise level are given the opportunity for professional updating according to the proportion of release by further agreement.

- a) Technical and administrative employees will have different needs for facilitation upon completion of the position. The employee and manager must collaborate on a plan for professional updating and facilitation, and it should be a topic for employee and career conversations. The employer can, for example, facilitate another position than the one originally held.
- b) Scientific employees are given the right to professional updating for 2 months per calendar year. A plan must be prepared for how the professional updating will be used after dialogue with the nearest manager. The plan should explain which activities, etc. will be carried out and what goals the employee has.

APPENDIX 3:

Position codes with job content and qualification requirements

Below is a description of the selection of position codes normally used at UiT. The individual position code is further described with Job content and qualification basis for the individual position code.

Administrative and technical positions

Code 1065 Executive officer

Job content:

Administrative position with coordination tasks and case processing, may also include simpler investigation tasks. Positions in this code may, for example, be related to finance/budget, personnel management, or study administration.

Qualification requirements: Normally requires 1-2 years of education beyond high school level, or specialized education relevant to the tasks. Lack of formal education can be compensated by long and relevant practice as a caseworker combined with courses, further and continuing education. Experience from relevant fields may be required.

Code 1408 Higher executive officer

The position code has a wide salary range, and the task and responsibility level associated with the various functions within this position category can vary greatly. The salary range for the individual position should be determined based on a concrete assessment of the relevant task and responsibility level, Qualification requirements, and any recruitment-related or other professionally justified considerations.

Job content: The position as higher executive officer often covers specialized areas and is assigned case processing with requirements for independence in execution and follow-up. The position may also be assigned investigation tasks. Specialized knowledge may be required if the tasks associated with the position require it.

Qualification requirements: Higher education at bachelor level or higher degree level or specialized education adapted to the tasks the position should cover. Lack of formal education can be compensated by long and relevant practice as a caseworker, combined with courses, further and continuing education. Experience from relevant fields should be required.

Code 1363 Senior executive officer

The senior executive officer may be assigned development tasks, coordination of services, special guidance responsibility, and/or other tasks that require particular expertise within the same field as the senior consultant. If most tasks are related to case processing, the senior executive officer code should be used instead of advisor. This is to ensure a pure use of caseworker and advisor codes.

Job content: The senior executive officer should take care of caseworker work, it may also be assigned investigation tasks at a high level. The position requires a high degree of independence in case preparation and follow-up and implementation of decisions. The position may be assigned tasks that require specialized competence.

Qualification requirements: Normally requires higher education from university or college (minimum equivalent to bachelor level). Furthermore, long and relevant experience and competence adapted to the position's functions are required.

Code 1434 Executive officer

Job content: The Job content for this code will be closely related to the Job content of senior consultant and senior consultant, but with greater emphasis on professional administrative guidance, investigation, and/or development tasks at a high level. The position may also cover specialist functions. Usually not used for positions with a focus on ongoing case processing.

Qualification requirements: Normally requires higher education from university or college (minimum bachelor's degree). Furthermore, extensive relevant professional experience and specialized competence adapted to the position's functions are required.

Code 1364 Senior executive officer

Job content: Position with overarching and complex advisory/investigation tasks. This can be:

- Particularly advanced case processing work with high requirements for independence and problem-solving ability
- Investigation tasks that require specialized competence within one or more case areas/fields

- Guidance tasks, e.g., in connection with competence building within a specific case area or field
- Coordinating tasks of a complex nature and/or tasks that affect several faculties and/or fields and require a high degree of collaboration The senior advisor position constitutes an alternative career path to the traditional organizational structure, as an alternative to leadership roles. Qualification requirements: Normally requires higher education from university or college of higher degree. In special cases, university/college education at bachelor level or equivalent level in combination with particularly high competence within the relevant field may provide the necessary qualification basis. Requirements for good administrative skills and analytical abilities.

Code 1113 Project manager

Job content: Position that requires specialized competence within one or more case areas/fields.

Qualification requirements: Normally requires education from university or college at minimum bachelor level. Requirements for good collaboration skills, good administrative and strategic abilities. Experience from and good knowledge of project management and organizational development processes are important.

Code 1410 Librarian

Job content: Ordinary library-related tasks.

Qualification requirements: Library-relevant education at minimum bachelor level.

Code 1515 Senior librarian

Job content: Position within the library-related work area that is assigned special responsibility or special tasks at a higher level.

Qualification requirements: Library-relevant education at minimum bachelor level and relevant work experience.

Code 1077 Chief librarian

Job content: The code is used for positions with managerial responsibility for department/unit or larger field. It can also be used for employees who perform special tasks at a high library-related level.

Qualification requirements: Education at minimum bachelor level with library-relevant subjects in the curriculum, as well as experience from library work.

Code 1199 Head librarian

Job content: Library-related guidance, teaching, and user support activities. Professional development tasks in accordance with the University Library's overall priorities. Acquisition, organization, and facilitation of literature, databases, and other information resources. Daily operational tasks, including administrative tasks, case processing, and investigation tasks, as well as guidance and teaching.

Qualification requirements: Higher degree examination (master's level)

Code 1200 Senior research librarian

Job Description: Library-related guidance, teaching, and user support activities. Professional development tasks in accordance with the University Library's overall priorities. Acquisition, organization, and facilitation of literature, databases, and other information resources. Daily operational tasks, including administrative tasks, case processing, and investigations, as well as guidance and teaching.

Qualification requirements: Applicants for the position of Senior research librarian must have a doctorate/associate professor competence or be able to document competence achieved according to the "Regulations for promotion to the position of Senior research librarian". Other applicants may request to be considered for employment as a Senior research librarian according to these regulations. Such assessment should be based on:

- Scientific library-related works
- Leadership and participation in library-related and other research projects
- Development of documentation and information systems at a high professional level
- Professional processing and presentation of special collections, including critical editions
- Documented exhibitions
- Preparation of teaching materials, compendiums, and audiovisual materials
- Teaching work, including bibliographic teaching

Code 1078 Operator

Job Description: The position should handle tasks related to building maintenance, reception service, mail service, and simpler janitorial tasks.

Qualification requirements: Practical and/or theoretical skills in relevant fields are desirable.

Note: The use of code 1078 should be limited.

Code 1079 Senior operator

Job Description: The position should handle tasks related to building maintenance, reception service, mail service, and janitorial tasks.

Qualification requirements: Practical and/or theoretical skills in relevant fields are required. Experience in the work area is necessary.

Code 1085 Staff engineer

Job Description: Technical tasks such as maintenance, operation, and repair of technical equipment and/or IT systems. The staff engineer may also have development-oriented and/or coordinating tasks, such as developing new methods, techniques, or equipment. Additionally, the position may include independent tasks related to teaching and other dissemination.

Qualification requirements: Higher education at the bachelor's level is normally required. Equivalent real competence can be achieved through long and/or particularly relevant practice, further education, additional education, etc.

Code 1087 Head engineer

Job Description: Position with specialist functions with independent responsibility or leadership responsibility. Examples of task areas may include:

- Independent responsibility for advanced special equipment and method development, construction of research equipment, laboratory operation
- Project planning, budgeting
- Independent responsibility for training, teaching, dissemination, design/implementation of exhibitions
- IT tasks at a high professional level, such as developing IT services, system administration

Qualification requirements: Higher education (minimum bachelor's level) or special education tailored to the tasks the position should cover, as well as relevant practice and special competence at a high level tailored to the position's functions. Equivalent qualifications can also be achieved through relevant further and continuing education combined with long and relevant practice. Leadership skills and administrative competence may be emphasized when relevant to the position.

Code 1181 Senior engineer

Job Description: Position with specialist functions with independent responsibility or leadership responsibility within, for example, IT, laboratory, or other technical areas. This may include leading units or technical services, advising/professional guidance, developing advanced technology, complex coordination tasks/project tasks. The position may also include independent teaching.

Qualification requirements: Minimum education as for code 1087. Extensive relevant practice and special competence at a high level tailored to the position's function are necessary.

Code 1088 Chief engineer

Job Description: Position with overall leadership responsibility and/or specialist functions at the highest professional level.

Qualification requirements: Normally requires higher university/college education. In special cases, a lower degree or equivalent educational level combined with particularly high competence in the relevant field may provide the necessary qualification basis.

Code 1091 Technician

Job Description: Position that should handle technical/practical work not related to research/teaching.

Qualification requirements: Relevant education at the upper secondary school level and/or relevant work experience tailored to the position's field. A possible career path could be 1085 Department Engineer.

Code 1093 Architect

Job Description: Independent tasks, specialist tasks.

Qualification requirements: Normally requires college education as an architect or other relevant education at the same level and scope. Relevant practice can compensate for the lack of education.

Code 1094 Principal architect

Job Description: Position with leadership responsibility and/or specialist functions with independent responsibility.

Qualification requirements: College education as an architect or other relevant education at the same level and scope is required. In addition, solid relevant practice and possibly additional education/further education/specialist competence are required.

Code 1182 Senior architect

Job Description: Position with leadership responsibility and/or specialist functions with independent responsibility. Highly qualified and specialized work, for example: Leading units, administration/management of central services, various specialist functions.

Qualification requirements: Education as for code 1094 with particularly high competence in the relevant fields. Extensive and relevant practice and possibly leadership experience are necessary. The ability to work independently and result-oriented must be documented.

Code 1512 Research technician

Job Description: Research technician code 1512 are professionally qualified positions within various fields with some independent planning of work and/or more specialized tasks.

Qualification requirements: Relevant education at the upper secondary school level tailored to the field the position is in. Technical education beyond the upper secondary school level is desirable, and a trade certificate may be required. Relevant practice is also desirable. Equivalent competence can be achieved through relevant practice and relevant courses.

Code 1513 Senior research technician

Job Description: Senior research technician are highly professionally qualified positions with independent/specialized tasks within various fields.

Qualification requirements: Education as for code 1512. Extensive relevant practice/special competence tailored to the position's function is necessary.

Code 1514 Chief research technician

Job Description: Leading research technician are professionally qualified positions with independent/specialized tasks within various fields. The position may also include leadership functions.

Qualification requirements: Relevant education at the upper secondary school level tailored to the field the position is in. Technical education beyond the upper secondary school level is desirable, and a trade certificate may be required. Relevant practice is also required. Long and relevant experience in the field, combined with further and continuing education, can compensate for the lack of formal education.

Code 1120 Master

Job Description: The work involves responsibility for maintaining and upgrading workshop areas and laboratories, both in terms of machines, equipment, materials, and techniques. General workshop work, supervision/control of cooling/freezing, and guidance of students in project work and use of workshops.

Qualification requirements: The position requires relevant vocational education and practice.

Code 1130 Cleaner

Job Description: Mainly the same tasks as a cleaning attendant but may be assigned more independent tasks within total cleaning.

Qualification requirements: Normally requires a trade certificate in cleaning. 3-4 years of experience in the field is necessary. Education beyond primary school, preferably in relevant fields, is desirable. Lack of formal qualifications can be compensated by several years of experience as a cleaning attendant.

Code 1132 Senior cleaning officer

Job Description: All forms of regular cleaning work as well as administrative tasks and/or leadership/training tasks. Daily management of cleaning work and cleaning attendants/cleaners. Organizing and following up on work within the area of responsibility.

Qualification requirements: Vocational education in the field is required. Lack of formal qualifications can be compensated by several years of versatile experience as a cleaning attendant/cleaner, combined with relevant courses. Emphasis is placed on skills/experience in work/personnel management.

Code 1136 Operating technician

Job Description: Position that handles general tasks of an independent nature and/or specialized tasks within operation and maintenance. Technical emergency duty and tasks such as coordination and deputy functions may be assigned to the position.

Qualification requirements: Education at the upper secondary school level relevant to the field. Some technical education beyond the upper secondary school level may be desirable. Relevant work experience is required. Lack of formal qualifications can be compensated by long and versatile practice in the relevant field.

Managerial positions

Job Description: Positions with high-level leadership functions. Both administrative and professional responsibility may be assigned to the positions.

Qualification requirements: Normally requires relevant higher education and experience in administration and leadership. Solid competence in the areas covered by the position is necessary. Personal qualifications for the position should be emphasized.

Note: Since this involves many and very different positions, the Job content and Qualification requirements will be specifically assessed for each position when advertised. The position and requirements are therefore given very general content here.

Managerial positions at UiT currently include the following codes:

- Code 0214 Rector: A separate instruction has been prepared for the position.
- Code 1474 Dean: A separate instruction has been prepared for the position.
- Code 1475 Head of Department: Separate instructions have been prepared for the position, with and without a department board.
- Qualification requirements: Normally requires professor/first position competence in relevant fields.

Code 1054 Head of office

Job Description: The Office Manager should, after delegation from the unit manager, perform tasks related to the daily operation and management of the administrative activities.

Job content: The position may include, among other things, responsibility for case preparation for the unit manager, preparation of budgets and annual plans, reporting, financial and personnel matters, study and research administration, dissemination, follow-up and implementation of decisions, and personnel responsibility for administrative and technical positions at the unit.

Qualification requirements: Relevant education with a minimum bachelor's degree is required. Administrative leadership experience or administrative practice and competence in one or more of the fields in the Job content are required.

Code 1059 Assistant director

Job Description: Used for administrative leaders of units of a certain size.

Code 1060 Head of department

Job Description: Used for administrative leaders of faculties, departments in the central administration, and leaders for the University Library and UMAK.

Code 1211 Head of section

Job Description: Used for leaders at sections in the central administration and other units.

Teaching and research positions

The regulation to the University and College Act chapter 3 describes the employment conditions for teaching and research positions, recruitment positions, and entry-level positions.

Code 1473 Program coordinator

Term or Permanent Position

Job Description: The program coordinator is primarily an academic leadership position associated with a specific education and will be part of the department's leadership team. The position includes responsibility for the daily follow-up of the education and ensuring that the necessary quality assurance systems are in place and functioning within its work area. The position may include personnel and financial responsibility. The program coordinator is responsible for the development of the education according to framework plans and subject

plans and may be responsible for developing the subject portfolio in education. The program coordinator may also be assigned teaching tasks.

Qualification requirements: The program coordinator must, in principle, be qualified for employment in a teaching and research position at the education and should have knowledge of the education and teaching experience. Administrative experience and leadership and financial experience are desirable. For employment as a program coordinator in health education, a minimum of 3 years of experience in health services is required.

Code 1007 University college teacher

Job Description: The main part of the work will be related to teaching, guidance, and examination and assessment work. The position also includes administrative tasks such as meetings and other coordination and planning of academic work.

Qualification requirements: Refer to the guidelines for the distribution of tasks for employees in teaching and research positions.

Code 1352 Postdoctoral fellow

Job Description: A postdoctoral position aims to develop a research profile and competence that qualifies the person for applying for a position as an associate professor. The position may also provide other competencies relevant to the postdoctoral fellow's further career.

Qualification requirements: A career plan should be prepared for the postdoctoral fellow, specifying the competence the postdoctoral fellow should develop. The institution is responsible for following up on the career plan and ensuring that the postdoctoral fellow has access to career guidance throughout the postdoctoral period. The term period should be three to four years.

Code 1009 Assistant professor

Job Description: The main part of the tasks will be related to teaching, guidance, examination, and assessment work.

Qualification requirements: Refer to the supplementary provisions for employment and promotion in teaching and research positions at UiT - The Arctic University of Norway.

Code 1198 Associate professor

Job Description: The main part of the tasks will be related to teaching, guidance, examination, and assessment work.

Qualification requirements: Refer to the supplementary provisions for employment and promotion in teaching and research positions at UiT - The Arctic University of Norway.

Code 1011 Associate professor, 1532 Professor, 1013 Professor, and 1404 Professor

General: Common to these positions are the primary tasks of research and teaching. In addition, there are administration, dissemination, etc.

From the professor group, a greater degree of academic leadership, initiative for research projects, stimulation for recruitment in the subject, and external academic collaboration compared to the other scientific position groups should be expected.

Code 1011 Associate professor

Job Description: Research and teaching tasks, as well as tasks related to administration, dissemination, etc. Refer to the guidelines for the distribution of tasks for employees in teaching and research positions.

Qualification requirements: Refer to the supplementary provisions for employment and promotion in teaching and research positions at UiT - The Arctic University of Norway.

Code 1532 Professor

Job Description: Research and teaching tasks, as well as tasks related to administration, dissemination, etc. Refer to the guidelines for the distribution of tasks for employees in teaching and research positions.

Qualification requirements: Refer to the supplementary provisions for employment and promotion in teaching and research positions at UiT - The Arctic University of Norway.

Code 1013 Professor

The professor is the highest teaching and research position at the university.

Job content: Research and teaching tasks, as well as tasks related to administration, dissemination, etc. Refer to the guidelines for the distribution of tasks for employees in teaching and research positions.

Qualification requirements: Refer to the supplementary provisions for employment and promotion in teaching and research positions at UiT - The Arctic University of Norway.

Code 1404 Professor

Job Description: Position aimed at strengthening the academic leadership of research environments/subject areas and promoting the quality of research. The code is intended to facilitate recruitment to positions that will be assigned responsibility for academic management in prioritized research strategic subject areas. Internal applicants can be employed in the position. The person should be granted leave from their regular position during a possible temporary employment period.

Job content: Academic leadership of prioritized research strategic subject areas, interdisciplinary initiatives, development of new research programs/research areas, establishment, and operation of centers of excellence in research.

Qualification requirements: Declared competent as a professor based on expert assessment. Significant ability for academic leadership, including high academic integrity, ability for academic collaboration, development of the academic environment, and ability and interest in disseminating research results. Outstanding academic effort and academic authority alone are not sufficient qualification grounds.

Educational positions

- **Code 1017 PhD position**
- **Code 1378 PhD position**

Job Description: A position as a research assistant should form the basis for a further academic career through tasks that provide insight into and experience with scientific or artistic work and methods. A PhD position should lead to a doctoral degree and contribute to the employee qualifying for relevant careers at higher education and research institutions and other sectors in the labor market where research competence is required.

Qualification requirements: Academic basic competence is required for both positions.

Code 1017 PhD position

Job Description: A PhD position should lead to a doctoral degree and contribute to the employee qualifying for relevant careers at higher education and research institutions and other sectors in the labor market where research competence is required. At least three years of the total term period should be dedicated to doctoral work. The position may also include other career-promoting work.

Qualification requirements: A master's degree or documented competence at an equivalent level is required. The person employed must meet the requirements for admission to a doctoral program.

Code 1019 Research assistant

Code 1020 Research assistant

Job Description: The tasks should provide an opportunity for insight into scientific work and methods. The tasks should be at an academic level and consist of research assistance. In connection with this, the person may be assigned teaching, laboratory work, and similar tasks. The work should not be of such a nature that it requires researcher education. A research assistant is employed for up to two years.

Qualification requirements: Placement in the various codes for research assistants depends on competence. Employees with lower university/college education or equivalent level are placed in code 1019, and those with higher degrees or equivalent level are placed in code 1020.

Code 0389 Specialist consultant

Code 1429 Aspirant

Code 1108 Researcher

Job Description: Research, research-related activities, and research administration. A researcher can also supervise master's and doctoral students.

Qualification requirements: Higher degree from a university, college, or equivalent. Relevant research qualifications beyond the master's or main subject level and/or relevant professional practice.

Code 1109 Researcher

Job Description: Research, research-related activities, and research administration. A researcher can also supervise master's and doctoral students.

Qualification requirements: Norwegian doctoral degree in the relevant field or equivalent foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at an equivalent level documented by scientific work of the same scope and quality.

Code 1183 Researcher

Job Description: As for codes 1109 and 1110, but code 1183 requires professor competence.