

Job Description

Job Title:	Associate Director, Library, Equity, Diversity, Inclusion and Access
Department:	Library
Reports To:	Associate University Librarian, Administration and Strategic Initiatives
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	August 2023

Primary Purpose

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

The Associate Director, Library, Equity, Diversity, Inclusion and Access (EDIA) reports to the Associate University Librarian, Administration and Strategic Initiatives, and is accountable to the Director, Education and Outreach in the Office of Equity, Diversity, Inclusion and Anti-Racism. The Associate Director, Library (EDIA) is a strategic leader who will work closely with senior departmental leadership to support the Library's strategic plan objectives to ensure equity, diversity, inclusion and accessibility principles are embedded across the Library's practices, including learning, research and services. The Associate Director, EDIA will partner with units across campus, including the Offices of Indigenous Relations and Equity, Diversity, Inclusion and Anti-racism, to ensure the Library's efforts are aligned with University practice. The Associate Director will co-lead the Library's EDIA working group with a group of colleagues passionate about EDIA, building on the Library's foundational work to define and develop a staff training plan. The Associate Director will also collaboratively develop strategic and tactical recommendations to support the Library to be a leader in EDIA practice across campus and with peer research libraries.

The Associate Director will also conduct need assessments, manage projects, facilitate Library and campus conversations, provide advice to Library leadership and develop and execute key recommendations.

Key Accountabilities

Leadership and strategy execution

- Collaborates with Library leadership to develop and advance EDIA strategy and policies, set future direction and develop short and long-term recommendations
- Creates an intersectional equity, diversity, inclusion and accessibility framework to develop and implement processes to enhance a culture of equity and inclusion through projects and transformational strategies within the University of Waterloo Library
- Co-lead Library's EDIA working group to support library staff engagement, learning and development with a committed group of colleagues
- Acts as an advisor, coach and/or team lead relating to EDIA issues, initiatives and engagement

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- Demonstrates strong leadership, including a commitment to equity, shared responsibility and accountability

Collaborates and build partnerships

- Collaborates closely with the Offices of Indigenous Relations and Equity, Diversity, Inclusion and Anti-racism, President's Anti-racism Taskforce, Wellness Collaborative, AccessAbility Office, as well as other units, campus-wide committees and student groups to actively support a model of collaboration and partnership on campus
- Identifies users' current needs and service gaps through collaboration with the Library User Experience team and other key stakeholders to integrate EDIA recommendations into programs
- Partners with Library teams in support of new or evolving academic programs to provide EDIA insights and advice in the development of effective and thoughtful resources
- Plans and co-facilitates campus anti-racism book club with Library colleagues and campus partners
- Champions EDIA issues within the academic library community and other scholarly communities through service and participation in provincial and national membership organizations, groups or projects, as relevant
- Represents the Library on committees and at events, where appropriate

Manages projects and develops recommendations

- Conducts needs assessment to evaluate current EDIA activities and practices in the Library, barriers to success and propose recommendations
- Provides advice to leaders, hiring committees and the Library's EDIA committee to lead diverse teams and support staff to do and be their best
- Develops and execute strategic and tactical recommendations to support the Library to be a leader in EDIA practice across campus and with peer research libraries
- Explores the best way for the Library to engage in accessibility services, working with the Library Accessibility Working Group and the Waterloo Advisory Committee on Accessibility

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Undergraduate degree in a related field such as social work, education, psychology, organizational development, equity studies or disability studies or equivalent education or experience that may include knowledge gained from Elders or Indigenous knowledge keepers or equity, diversity, inclusion and access certifications

Experience

- Lived experience as a member of an equity-deserving group, specifically candidates who identify as racialized, Indigenous, persons with a disability or 2SLGBTQ+ and/or demonstrated experience in addressing equity and accessibility in a systemic context
- Project management and program development experience involving multiple stakeholders including senior leadership
- Strong relationship-building skills
- Experience with facilitation
- Ability to work with senior leaders to create change while collaborating with multiple stakeholders

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- Evidence of creative approaches to problem solving and comfort with trial and error in programs and actions
- Asset: experience working in post-secondary education or an academic library

Knowledge/Skills/Abilities

- Ability to build trust and credibility to develop strong, productive working relationships
- Independent judgment with time management, task prioritization, managing multiple responsibilities and decision making
- Skilled with stakeholder management as part of projects geared to systemic racism, conflict resolution, community engagement or mobilizing groups to explore greater equity, diversity, inclusion and access
- Demonstrated knowledge in and understanding of equity, anti-racism, anti-Black racism, anti-oppression, anti-colonial frameworks and the impact of discrimination on equity-deserving communities
- Proven initiative-taker, with a strong sense of political acumen and the awareness of effective listening
- Professional confidence and dynamic communication skills to effectively engage community members on difficult issues
- Asset: knowledge of AODA and experience with accessibility
- Asset: event-planning experience

The Library seeks to prioritize candidates with lived experience as a member of an equity-deserving group, specifically candidates who identify as racialized, Indigenous, persons with a disability or 2SLGBTQ+ and/or demonstrated experience in addressing equity and accessibility in a systemic context.

Nature and Scope

- **Contacts:** Internally, the Associate Director, EDIA engages with all Library staff include Library Executive, campus partners and committees, the Offices of Equity, Diversity, Inclusion and Anti-racism and Indigenous Relations, faculty members and students. Externally, may engage with colleagues at other academic libraries or community organizations.
- **Level of Responsibility:** This position works independently, with guidance from the Associate University Librarian, Administration and Strategic Initiatives and/or the University Librarian. Strong use of judgment will be required when dealing with sensitive and/or confidential matters while engaging with staff and users, to develop recommendations.
- **Decision-Making Authority:** The Associate Director, EDIA is expected to be self-directed in executing their responsibilities, making recommendations to the Associate University Librarian, Administration & Strategic Initiatives and University Librarian. This role will have routine and non-routine tasks that require sound judgement, tact, diplomacy, thoughtfulness and political sensitivity.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating in an office environment. This position works independently and collaboratively, with colleagues, campus partners and Library users, with some need for flexibility in working hours. This role would be suitable for a hybrid working model.
- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to unpredictable volumes of work and multiple and/or tight, unalterable deadlines and interruptions.