

## Job Description

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<b>Job Title:</b>	Director of Equity
<b>Department:</b>	Associate Vice-President, Human Rights, Equity and Inclusion
<b>Reports To:</b>	Associate Vice-President, Human Rights, Equity and Inclusion
<b>Jobs Reporting:</b>	Administrative Assistant
<b>Salary Grade:</b>	13
<b>Effective Date:</b>	January 2018

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### **Primary Purpose**

This senior level position will provide strategic leadership and will work with the entire university community to lead, articulate and effect change in equity through policies, programs and practice. The overall purpose is to cultivate the core values of respect, equity and diversity at the University of Waterloo.

### **Key Accountabilities**

<p><b>Leads the strategic direction of the Equity portfolio in consultation with the AVP Human Rights, Equity and Inclusion</b></p> <ul style="list-style-type: none"> <li>Co-create the strategic direction through extensive consultation, a high-level of understanding of best practices in equity issues and opportunities, and an acute understanding of the values and unique culture at University of Waterloo</li> </ul>
<p><b>Collaborates and builds partnerships with relevant stakeholders and faculties/units on campus, including:</b></p> <ul style="list-style-type: none"> <li>The Faculty Association (including the Status of Women &amp; Equity Committee), the Staff Association, the Federation of Students, the Graduate Student Association, Conflict Management and Human Rights Office, Police Services, the Safety Office, AccessAbility Services, Human Resources, Organizational and Human Development, and others as determined</li> <li>Actively builds relationships to support a model of collaboration and partnerships on campus.</li> </ul>
<p><b>Develops educational programs, practices and practical training intended to eliminate barriers to equity on campus</b></p> <ul style="list-style-type: none"> <li>Conducts research of a superior quality on improving equity at the University of Waterloo</li> <li>Evaluates current policies, practices and programs to make recommendations about best or promising practices</li> <li>Develops educational programs and practical training on equity for the university community</li> </ul>
<p><b>Facilitates the creation and development of policies that comply with the goals and objectives of the University for the equity agenda</b></p> <ul style="list-style-type: none"> <li>Facilitates increased community understanding of equity principles, including policies, practices, procedures, and community strategies designed to create a more equitable and respectful University environment</li> <li>Contributes to institutional planning and collaboratively working with University units to design educational sessions for supervisory staff and others on equity (broadly defined), anti-racism, sexual harassment, intolerances and all other equity-related matters.</li> <li>Stimulates the development of attitudes and behaviour, which are consistent with the core values of equity.</li> </ul>

### **Required Qualifications**

<b>Education</b>
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- Master's degree required or higher or equivalent education and experience.

### Experience

- Significant knowledge of and demonstrated commitment to equity and will have 5-7 years of experience and a track record of demonstrably improving equity at a large, decentralized and complex university or institution.
- Experience effecting organizational change, including policy, procedural, practical and behavioural change;
- Experience working with members of a senior leadership team working on organization-wide committees and collaboratively with multiple stakeholders;
- Substantial experience creating and leading change for policies, programs and practices with the framework of equity;
- Experience as a change agent, equity advocate and collaborator.

### Knowledge/Skills/Abilities

- The intellectual acumen and approach that will facilitate credibility and foster trust and strong, productive working relationships
- The professional confidence and communication skills to effectively engage-community members on what can often be contentious or delicate issues;
- A strong understanding of systemic issues and analysis, and of the legal and legislative frameworks related to equity and human rights;
- A high level of interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including students, faculty and staff members;
- The ability to conduct research of superior quality on improving equity at research intensive universities;
- The ability to develop and execute training on equity-focused issues, including compliance matters

### Technical

- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design and methodologies

## Nature and Scope

**Contacts:** Internally, the Equity Director engages with all faculty, staff and students to listen, connect, influence and motivate others, and to promote and educate on highly sensitive matters. The Equity Director will act as a delegate for the AVP Human Rights, Equity and Inclusion on an as-needed basis at external events, conferences, meetings and other initiatives as determined.

### **Level of Responsibility:**

The position is responsible and accountable for the results of the equity portfolio.

The Director of Equity will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university

### **Decision-Making Authority:**

The Director of Equity is expected to be self-directed in executing her/his responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The Director of Equity will make recommendations to the Associate Vice-President regarding the execution of their responsibilities.

### **Physical and Sensory Demands:**

Minimal demands typical of a position operating within an office environment.

This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required

### **Working Environment:**

Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.

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