Job Description

Job Title:	Director, Research, Innovation & Knowledge Mobilization
Department:	Equity, Diversity, Inclusion & Anti-Racism Office
Reports To:	AVP, Equity, Diversity, Inclusion & Anti-Racism
Jobs Reporting:	Associate Director, Equity; Associate Director, Policy and Program Specialist
Salary Grade:	USG 13
Effective Date:	February 2026

Primary Purpose

The Director, Research, Innovation & Knowledge Mobilization advances equity, diversity, inclusion, and anti-racism across the University by leading the development and implementation of institutional policies and programs research and knowledge mobilization. The role exists to challenge existing structures, remove systemic barriers, drive culture change, mitigate risk, and establish the University as a leader in knowledge and research. The Director collaborates with stakeholders at all levels of the University and beyond to align initiatives with institutional priorities. The position also provides strategic advice on highly sensitive and confidential matters, ensuring that decision-making is informed by an equity and anti-racism lens.

Key Accountabilities

Strategic Initiatives and Execution

- Communicates AVP priorities across the University, ensuring alignment with institutional goals and strategies.
- Advises the AVP on progress and risks related to initiatives, recommending adjustments as needed.
- Monitors timelines, capacity, and resourcing for institutional initiatives and flags issues requiring AVP attention.
- Develops written materials and presentations for governance bodies, ensuring they are strategically focused.
- Builds strong cross-campus networks to support institutional and EDI-R initiatives, leveraging communication channels and partnerships.
- Provides leadership in advancing equity, diversity, inclusion, and anti-racism (EDI-R), consulting with senior administrators, faculty, staff, and students.
- Represents EDI-R leadership on committees and working groups, addressing systemic barriers and promoting institutional priorities.
- Maintains awareness of university and sector-wide administrative priorities, governance decisions, and EDI-R best practices.

Program & Policy Development, Review and Implementation

- Leads the research, knowledge mobilization, planning, implementation, monitoring, and reporting of cross-institutional EDI-R strategies, programs, and policies.
- Conducts research, data analysis, and consultation with stakeholders to inform equitable access to teaching, learning, and University services.
- Develops programs and curricula that advance equity and anti-racism knowledge and practices across institutional contexts.
- Reviews and evaluates institutional policies through an equity and anti-racism lens, identifying gaps and ensuring compliance with legal requirements and institutional values.
- Prepares briefings, reports, and recommendations for senior leadership and governance bodies to support evidence-based decision-making.

Knowledge Mobilization and Revenue Generation

- Develops and leads knowledge mobilization strategy, planning, implementation, monitoring, and reporting. Creates content across multimedia platforms, including podcasts, interviews, animated videos, posters, online modules, journals and other forms of publications to direct and elevate the office research and learning profile and establish the University as a reputational leader in equity and anti-racism content.
- Works with the Inclusive Communications team and other partners to share information through accessible channels that reach diverse audiences and ensures insights related to equity and anti-racism are widely accessible within the University and externally.
- Pursues funding opportunities, including grants, partnerships, and revenue-generating projects, to support and expand the work of the Office of EDI-R.
- Pursues partnerships with community, government, and corporate sectors to boost the University's reputational standing and research impact

Risk and Compliance

- Identifies, assesses, and mitigates regional and geopolitical risks associated with institutional and EDI-R initiatives, providing strategic advice to the AVP on potential impacts.
- Monitors and interprets the University's risk management framework, highlighting emerging threats and opportunities that may influence institutional priorities.
- Ensures compliance with governance requirements, audits, confidentiality standards, and record-keeping practices.
- Tracks, analyzes, and reports on risk management activities and outcomes, ensuring that senior leadership is well-informed and able to make evidence-based decisions.
- Establishes and maintains processes for evaluating the effectiveness of risk and compliance measures, recommending improvements where needed.

Leads, manages, motivates, and coaches staff.

- Leads the Policy & Programs unit.
- Hires, manages, and deploys staff to productively meet unit's goals and objectives.
- Coaches, trains, and develops employee(s) to assure growth and development.
- Conduct Annual Performance Plans with direct report(s) and ensure adherence to Annual Performance Planning and Review process within the department.

Required Qualifications

Education

- Master's degree required in a relevant area of study, preferably with a focus on human rights, diversity, equity and anti-racism and inclusion or acceptable combination of education and experience.

Experience

- Progressive leadership experience in post-secondary or similarly complex institutions, with a strong record of advancing equity, diversity, inclusion, anti-racism, and organizational change.
- Demonstrated success developing and implementing institutional policies, programs, and strategic plans that drive systemic, cultural, and procedural change.
- Significant knowledge of equity and anti-racism movements, including decolonization, anti-oppression, critical race theory, and related social, political, and legal contexts.
- Proven ability to lead large-scale change initiatives, manage complex projects, and align institutional priorities under tight timelines.
- Experience managing and mentoring staff, building high-performing teams, and fostering a collaborative, accountable, and service-oriented workplace culture.

- Advanced communication, relationship management, and influencing skills, including experience preparing materials for governance bodies, advising senior leaders, and engaging diverse stakeholders.
- Strong judgment and discretion in managing sensitive and confidential matters, with the ability to balance competing interests and reputational considerations.

Knowledge/Skills/Abilities

- Expert knowledge of equity, diversity, inclusion, anti-racism, decolonization, intersectionality, and anti-oppression, along with related legislation (e.g., Ontario Human Rights Code, AODA, Anti-Racism Act) and their application in a university context.
- Strong political acuity, strategic thinking, and sound judgment, with the ability to make complex decisions sensitively and responsibly in high-profile environments.
- Exceptional communication and presentation skills, with the ability to translate complex concepts, engage effectively on sensitive issues, and tailor messaging for diverse audiences, including senior leadership and governance bodies.
- Proven ability to lead organizational and cultural change, manage multiple large-scale projects, and align initiatives with institutional goals under competing timelines.
- Strong interpersonal, negotiation, and consensus-building skills to foster meaningful collaboration across diverse and sometimes competing stakeholders.
- Advanced analytical and critical thinking skills, with experience interpreting qualitative and quantitative data to inform policy, programs, and strategic decisions.
- Demonstrated ability to manage confidential and sensitive materials with discretion, integrity, and professionalism.
- Proficiency in Microsoft Office, Adobe Acrobat Professional, and data/content management systems, with the ability to leverage research methods and tools to support decision-making.

Nature and Scope

- **Contacts:** The Director, Research, Innovation & Knowledge Mobilization engages across the University, including faculty, staff, students, senior administrators, and colleagues in the Office of the Provost/President and units reporting to the AVP EDI-R. The role involves listening, influencing, and advising on highly sensitive matters and may include representing the AVP at external events and meetings.
- **Level of Responsibility:** Accountable for the results of the Policy & Programs Unit and the effective implementation of institutional and presidential initiatives. Provides guidance and recommendations on complex and confidential matters, mentoring and advising peers and other senior roles without direct supervisory authority. Manages multiple, competing priorities and deadlines while exercising strategic judgment.
- **Decision-Making Authority:** Exercises independent judgment in executing responsibilities and contributing to strategic discussions, knowing when to escalate matters to the AVP.
- **Physical and Sensory Demands**: Typical office-based demands, including prolonged visual concentration, focused listening, and extensive keyboard use. Requires flexibility, attention to detail, and the ability to work under pressure while maintaining professionalism.
- **Working Environment:** High-pressure environment with exposure to emotionally challenging situations and unpredictable workloads. Work involves multiple interruptions, tight deadlines, and occasional additional hours during peak periods or emergencies.

**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.*