Job Description

Job Title:	Associate Director, Campus Accessibility
Department:	Office of the Associate Provost, Campus Support and Accessibility
Reports To:	Associate Provost, Campus Support and Accessibility
Jobs Reporting:	Disability Inclusion Coordinator, Alternate Format and Copyright Specialist
Salary Grade:	USG 12
Effective Date:	September 2024

Primary Purpose

The Associate Director, Campus Accessibility reports to the Associate Provost, Campus Support and Accessibility, and is responsible for the facilitation of the institution's response and accountabilities for the removal of barriers to equitable access for marginalized groups on campus. Operating in an advisory capacity to senior leaders, this role supports the development of their plans to address the relative accessibility legislative requirements within the University context and in accordance with an overarching Accessibility Strategy. This includes overseeing the establishment of the University's Multi-Year Accessibility Plan, facilitating legal compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and its relative standards, facilitating accessibility solutions within the context of the Ontario Human Rights Code, and supporting the creation of an equitable, inclusive, and accessible culture on campus, where everyone brings valued contribution to the University environment, and accessibility is part of our standard operation procedures.

Key Accountabilities

Overseeing AODA Compliance (and Related Statutory Requirements)

- Lead the development and execution of the institution's Multi-Year Accessibility Plan and Annual Progress Reports, as defined by the AODA. Oversee the completion and filing of AODA Compliance Reports in accordance with biennial submission requirements.
- Liaise with the Ministry as it relates to the reporting and compliance with accessibility legislation.
- Identify strategic alignment of institutional goals and objectives with AODA requirements. Support the creation/revision of policies/practices that comply with AODA requirements and institutional goals of equity and accessibility, as required.
- Provide subject matter expertise to departments and units in upholding other legislative compliance areas that include accessibility (e.g. Federal Contractors Program, Ontario Building Code, etc.)
- Maintain awareness of legislation, regulations, standards and 'best practices' related to accessibility (including environmental, customer service, and educational advances) and advances in accessibility services, technologies, and resources.

Accessibility Strategy Development

- Support the University in identifying systemic, infrastructure changes and modifications required to meet accessibility obligations and goals.
- Lead, develop and identify the direction for an accessibility strategy and implementation of accessibility initiatives. Ensure institutional plans and progress reports are developed in alignment with the strategic direction and published as legislatively required.
- Leverage resources and knowledge to support the development of department-specific and campus-wide accessibility initiatives that feed into the accessibility strategy.
- Manage and execute key strategic initiatives. Collaborating with Faculty and administrative leadership to determine mutually agreed-upon priorities for enhancing institutional accessibility.

- Provide colleagues and/or departments with advice/support with the accessibility requirements, including the removal of barriers that restrict or limit full participation in campus life.

Fostering Strategic Relationships and Partnerships

- Ensure senior leaders are aware of accessibility-related legislation requirements, and their accountabilities for creating equitable access to their services, as defined by the AODA.
- Ensuring senior leaders/department are aware of systemic, infrastructure changes and modifications required to meet its obligations related to accessibility for students and employees with disabilities.
- Serve as a senior level contact with Faculties and academic support units regarding accessibility, collaboratively setting goals in alignment with the institutional accessibility strategy.
- Act as a strategic collaborator, connector, and influencer across campus and works to align support, expertise, and resources. Identify cross collaboration opportunities to ensure efficiencies with commonalities with campus partners.
- Support the effective and efficient resolution to individual concerns relating to the accessibility of the University or individual accommodations.
- Provide colleagues and/or departments with advice and support as required with the accessibility requirements.
- Support the development of centralized accessibility and disability inclusion principles while enabling aligned decentralized outcomes.
- Seek external support (e.g., through grants) to enable University projects related to accessibility.

Strategic Engagement and Education

- Provide broad education to the community through events and observances, with awareness campaigns and active learning opportunities
- Oversee the development of a broad Accessibility Training Strategy to meet legislative requirements and support a cultural shift to a Disability Inclusive campus. This includes a) overseeing the development of mandatory AODA training, b) ensuring content aligns with legislative requirements, c) promoting training across campus, and d) monitor and communicate training completion records.
- Develop and deliver education for various target audiences within the University as required to support specific initiatives. Provides training to senior level administration when needed.
- Oversee the Disability Affinity Network and Disability Consultation strategy to ensure respectful and meaningful engagement with the Disability community, including meeting consultation requirements as defined by legislative requirements.
- Represent UW in accessibility discussions and planning at the sector level (i.e. COU, ON government, CoP)

Effective Utilization, Deployment, and Development of Staff

- Coordinate training of team to ensure consistent application of University policies and standard operating procedures and compliance with legislative requirements
- Responsible for hiring, training, coaching, and performance monitoring and management of the team. Conduct annual performance appraisal and conduct regular reviews with direct reports.
- Deploy staff to most productively meet department goals and objectives in area of responsibility

**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

• Graduate degree required in a related field (e.g., Critical Disability Studies, Occupational Health, Occupational Therapy, Social Work, legal studies), or equivalent education and experience.
Experience • 5+ years of experience in a relevant field (e.g., Disability management, Occupational Therapy) • 2+ years of management experience with direct reports, preferably in a Higher Education environment. • Program/project management experience including facilitating the needs and deliverables of multiple stakeholders to achieve desired outcomes. • Previous strategic planning experience required.
Knowledge/Skills/Abilities • Demonstrated success managing complex and contentious situations, as well as facilitating sensitive discussions and meetings • Demonstrated strong understanding of accessibility, disability inclusion, and anti-oppression laws and theories pertaining to persons with disabilities including the AODA, and the application of those terms, frameworks, and legislations in an institutional context • Excellent oral and written communication skills, solid organizational skills, and sound judgment. • Ability to balance multiple priorities and make key decisions that balance competing demands. • Demonstrated ability to work collaboratively, build consensus and be sensitive to the needs and interests of various stakeholders. • High degree of political acumen. • Proven ability to take initiative and be both creative and flexible.

Nature and Scope

- **Contacts:** The incumbent must be a very good communicator and consultative in nature. The ability to build and maintain new relationships is essential. Demonstrated political acumen/savvy is required. Internally, the role interacts regularly with senior leaders and executive council members, as well as representatives from Faculties and Academic Support Units. More occasional but important contacts are representatives from the three main employee groups CUPE, the Staff Association and the Faculty Association as well as the affiliated Universities. maintain excellent working relationships with senior Faculty leaders and other key stakeholders/Faculty partners. Externally, the role interacts with vendors, other community, university and college professionals with similar responsibilities. Networking with others in the industry will be important in the interest of remaining current with the challenges of a changing environment. The incumbent will also be the primary contact with the Ministry of Seniors and Accessibility in all AODA-related matters.
- **Level of Responsibility:** The position is responsible for instilling an awareness and understanding of the legislative requirements pertaining to accessibility across the institution and the development of initiatives that will address the requirements at a minimum, with the objective of being an inclusive institution in accordance with the strategic direction. This position is also responsible for managing the Disability Inclusion team including setting priorities and managing internal and external expectations of this area, and for ongoing performance management and yearly performance appraisals.
- **Decision-Making Authority:** This position will be expected to make decisions about strategic priorities and direction leading to an accessible and inclusive campus. They will determine the optimum course of action to solve problems and to exert a positive influence on other stakeholders.
- **Physical and Sensory Demands**: Minimal demands typical of an administrative position operating within an office environment.
- **Working Environment:** The position is exposed to stress and pressure associated with senior administrative responsibilities. It involves moderate psychological risk and distress resulting from unavoidable exposure to uncomfortable environmental conditions generally associated with normal

workplace interpersonal conflict and its resolution, and the stresses of change management in a dynamic campus community environment.