

## Job Description

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<b>Job Title:</b>	Director, Sexual Violence Prevention and Response
<b>Department:</b>	Human Rights, Equity and Inclusion
<b>Reports To:</b>	AVP Human Rights, Equity and Inclusion
<b>Jobs Reporting:</b>	Sexual Violence Response Coordinator
<b>Salary Grade:</b>	USG 13
<b>Effective Date:</b>	December 2018

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### Primary Purpose

Reporting to the Associate Vice President, Human Rights, Equity and Inclusion, the Director, Sexual Violence Prevention and Response will provide strategic leadership and will work with the entire University community to lead, articulate, and effect change with regard to sexual violence through policies, programs and practice. This role will also provide front line support by providing confidential advice, education, and resources to anyone who has experienced, or been impacted by, sexual violence. The overall purpose of the role is to ensure the development and implementation of sustainable awareness and prevention strategies, and that response to those impacted by sexual violence is consistent, trauma informed and grounded in best practices.

### Key Accountabilities

#### **Leads the strategic direction of the sexual violence portfolio in consultation with the AVP, Human Rights, Equity and Inclusion**

- Oversees the development and operationalization of the campus wide sexual violence prevention strategy, which includes sitting as co-chair of the sexual violence prevention working group, and acting as a content expert and support for sub-committees
- Reviews emerging research regarding best practices and evidence based models of prevention, awareness and intervention

#### **Administration of Sexual Violence Unit**

- Supervises the Sexual Violence Response Coordinator
- Prepares the risk management report to the University bi-annually
- Manages operational budget for the sexual violence portfolio, including related grants
- Compile data and prepare the annual Sexual Violence and Harassment Action Plan Implementation Report annually
- Engage in ongoing monitoring and evaluation of practices, systems and processes that impact success of our at-risk University of Waterloo community members and identify areas for improvement
- Make recommendations for change and participate in the review and revision of systems and protocols as appropriate

#### **Collaborates and builds partnerships with campus stakeholders**

- Determines opportunities for collaboration with campus stakeholders to embed sexual violence content within departments and units across campus
- Works with campus stakeholders to facilitate an increased community understanding of policy-related communication and education, including proactive and sustained prevention focused education on sexual violence as well as training on responding to incidents of sexual violence

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- Acts as an internal consultant to the university community, its leaders, employees and students. Advises members of the campus community of their rights and responsibilities under the university's Policy on Sexual Violence, in collaboration with the Secretariat.
- Serves as a subject matter expert and advisor to departments, and groups in the university community who would like to consult on the issue of sexual violence and related topics.
- Develops processes around accommodations and interim measures, and consults with the University community regarding the implementation of these on a case-by-case basis.
- Ensures that the University community is aware of supports and referrals that are available for those in our community who believe they have been a victim or have been accused of sexual violence

### **Development of ongoing and sustainable support strategies and comprehensive University response to sexual violence**

- Engages in ongoing evaluation of support strategies and identifies areas of enhancement
- Provides individualized direct support to survivors/victims and respondents, which includes but is not limited to: referrals to counselling support; requesting academic, residence or workplace accommodations or changes; referral to, and personal support in, accessing health care and supports from other community agencies; facilitating drafting of complaint documents; support in accessing safety planning; support and assistance in: reviewing reporting options, potential outcomes of reporting options and decision making related to next steps, assistance in informing others (family, friends, professors, managers and co-workers) as needed.
- Provide support to respondents, helping them to understand next steps and resources available to them; providing referrals to on and/or off campus supports

### **Record keeping and Reporting**

- Maintain and monitor case management of University of Waterloo community disclosures and reports of sexual violence
- Ensure compliance with all record keeping requirements and confidentiality guidelines
- Maintain accurate case records and prepare statistical reports, as necessary
- Collect, analyze and report sexual violence data in compliance with legislation
- Maintain an updated directory of community resources
- Assists with the coordination of regular campus audits, consultations, and policy reviews and revisions in conformity with University requirements

*\*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**

- Successful completion of a post-secondary university degree, in an academic discipline that is transferable to the role (i.e.: Social Work, Gender Studies, Critical Race and/or Disabilities Studies, Adult Education, Counselling Psychology, Community Psychology, etc.); a Master's Degree is preferred
- The successful candidate will be required to complete a vulnerable sector check as part of the recruitment process

### **Experience**

- 5 years of progressive experience related to sexual violence prevention and response

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- Professional experience providing support and/or counselling to survivors of sexual assault, domestic and family violence, and other forms of sexual violence, as well as those accused of sexual violence
- 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
- Demonstrated understanding of the differential impacts of trauma caused by sexual violence
- Knowledge and understanding of multicultural approaches to supporting survivors;
- Ability to acquire and apply knowledge of applicable legislation (e.g. Victims' Bill of Rights, Bill 132, etc.)

### **Knowledge/Skills/Abilities**

- Deals with confidential materials and must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle at times emotional concerns
- 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 sexual violence
- 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

### **Nature and Scope**

- **Contacts:** Internally, this position will be regularly working with Campus Police Services, Secretariat's Office, Associate Provost Students office, Human Resources, Health Services and Counselling Services and CMAHRO. Also this position will be in contact with the Faculty and Staff Associations, the Federation of Students and the Graduate Student Association. Externally, this position needs to be knowledgeable and have a strong working relationship with external agencies that support individuals impacted by sexual violence. The incumbent liaises with professional and agencies representing the University on matters that are highly sensitive, confidential and critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** This position is responsible and accountable to the University of Waterloo community as outlined above, and for the results of the sexual violence portfolio. The Director, Sexual Violence Prevention and Response will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to address highly sensitive, confidential matters that are critical to the University.
- **Decision-Making Authority:** This position 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 judgement, tact, and discretion in juggling and executing these responsibilities. This position 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.
- **Working Environment:** Exposed to stress and pressure associated with front-facing support positions. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. There may be unusual hours or schedules,

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multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year).