

Job Title:	Senior Director, Indigenous Initiatives
Department:	Human Rights, Equity, and Inclusion
Reports To:	Co-reports to President and Vice Chancellor, and Associate Vice-President, Human Rights, Equity, and Inclusion
Jobs Reporting:	None
Salary Grade:	USG 13
Effective Date:	April 2019

Primary Purpose

In the spirit of reconciliation, and to benefit the university as a whole, this senior staff position will provide strategic leadership to articulate a University of Waterloo-specific response to the Truth and Reconciliation Calls to Action, and identify systemic and systematic changes that move beyond the Calls to Action by creating a long-term vision for the University. To do this, the Senior Director will understand and situate current initiatives to date by collaborating with the University community, as well as identifying, building on, and working to build reciprocal, respectful, long term, and continuous relationships with First Nations, Métis, and Inuit communities.

Key Accountabilities

Lead the strategic direction of Indigenous initiatives for the University of Waterloo community (main campus, satellite campuses)

- Develop the strategic direction through consultation internally and externally including:
 - Engagement with First Nations, Métis, and Inuit communities
 - Advise on the Indigenization of academic programs and courses
 - Advise on recruitment of First Nations, Métis, and Inuit students, faculty, and staff, and when viable, exploring recruitment opportunities for people Indigenous to Turtle Island
 - Development of support networks (wellness through safe/familiar space needs, Elders, Knowledge Keepers, ceremony, celebration, connection to First Nations, Métis and Inuit practices, languages, and knowledge etc.)
 - Training and education (students, staff and faculty)
 - Advise on policies related to Indigenous initiatives
- Create a case for support on resource needs to develop the strategic direction, by honouring First Nations, Métis and Inuit knowledges, best practices, and learnings from other Universities/Colleges
- Initiate and guide discussions with students, faculty, and staff to create a respectful and mutually supportive environment for First Nations, Métis, and Inuit students, faculty, and staff including policies
- Establish a First Nations, Métis and Inuit Advisory Circle

Builds internal campus-wide relationships, including, but not limited to:

- Indigenous Student Association
- First Nations, Métis and Inuit student, faculty and staff
- The Faculty Association, the Staff Association, the Federation of Students, the Graduate Student Association, Office of Research, Student Success Office, Libraries, Police Services, the Safety Office, AccessAbility Services, Counselling Services and Campus Wellness, Plant Operations and Space Planning, Human Resources, Organizational and Human Development, and others as determined

<ul style="list-style-type: none"> Federated Universities and Colleges affiliated with University of Waterloo including the <i>Shatitsirótha'</i> Waterloo Indigenous Student Centre (WISC) at St. Paul's University College
<p>Builds external relationships with First Nations, Métis, and Inuit communities, community organizations, political leadership, and other post-secondary institutions including those urban and rural areas, including, but not limited to:</p> <ul style="list-style-type: none"> Local First Nations, Métis and Inuit Elders and Knowledge Keepers, community members, and community organizations Six Nations community members, community organizations, Elders, political leadership, Knowledge Keepers, and educational institutions (e.g., Six Nations Polytechnic) Mississaugas of the Credit First Nations community members, community organizations, Elders, political leadership, knowledge keepers, and educational institutions Métis Nation of Ontario community members, community organizations, Elders, political leadership, Knowledge Keepers, and educational institutions

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

<p>Education</p> <ul style="list-style-type: none"> Master's degree or higher required or equivalent education and experience
<p>Experience/Background</p> <ul style="list-style-type: none"> The successful candidate will be First Nations, Métis or Inuit with lived experience of Indigenous world views, cultures, and values and strong ties to First Nation, Métis and/or Inuit communities Highly knowledgeable of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local (including urban) First Nations, Métis and Inuit communities and organizations Significant knowledge of, and demonstrated commitment to, education/learning with First Nations, Métis and/or Inuit communities, and preference for the candidate to have formal work experience engaging and implementing responses in reconciliation 5-7 years of experience and a record of accomplishment of creating a safe, supportive culturally appropriate and welcoming environment for First Nations, Métis and Inuit peoples in a large, decentralized and complex university or institution Experience strategically affecting organizational change management, including policy, procedural, practical and behavioural change that creates a safe, respectful, welcoming, culturally supportive environment for First Nations, Métis and Inuit peoples Experience working with members of a senior leadership team, working on organization-wide committees and collaboratively with multiple stakeholders.
<p>Knowledge, Skills, Abilities</p> <ul style="list-style-type: none"> Superior understanding of diverse Indigenous knowledges, systems, and epistemologies Resilience and a positive, professional approach, meeting our community members where they are at in their understanding of issues Facilitate awareness within the non-Indigenous community to adapt, challenge and overcome behaviour/attitudes to eliminate institutional and systemic barriers to the successful attainment of post-secondary education for First Nations, Métis and Inuit students Credibly foster trust and strong, progressive, reciprocal, culturally appropriate working relationships within the University and the broader local First Nations, Métis and Inuit communities

- Professional confidence, excellent interpersonal skills and the capacity to listen effectively and sensitively to maintain the confidence of, as well as engage a broad range of diverse Indigenous and non-Indigenous community members, including students, faculty, and staff members, on what may be contentious and delicate issues
- The ability to develop, guide, train and conduct teachings and education related to First Nations, Métis and Inuit current events, historical context special topics, and other important issues
- Awareness of First Nations, Métis and Inuit research and knowledge exchange methodologies
- Provide First Nations, Métis and Inuit faculty, student, and staff with resources and support on a broad range of professional, academic, and cultural challenges and issues

Technical

- Intermediate experience with Microsoft Office programs, Adobe Acrobat Professional, and/or other data content management systems

Nature and Scope

Contacts: Internally, the Senior Director of Indigenous Initiatives engages with all faculty, staff and students to listen, connect, influence and motivate others, and to promote, advance and educate on highly sensitive matters. Externally the Senior Director will attend/participate in events, conferences, meetings, and other initiatives as determined where appropriate

Level of Responsibility: The position is responsible and accountable for the results of the First Nations, Métis and Inuit Initiatives portfolio. The Senior Director of Indigenous Initiatives will guide and assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to resolve highly sensitive matters that are critical to the university

Decision-Making Authority: The Senior Director of Indigenous Initiatives is expected to be self-directed in fulfilling their responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in managing and fulfilling these responsibilities. The Senior Director of Indigenous Initiatives will make recommendations to the President and Vice Chancellor, and Associate Vice-President Human Rights, Equity and Inclusion, regarding institutional 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 with competing priorities. Flexibility in working hours, travel, 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.