**Job Title:** Director of Human Rights, Equity, and Inclusion (HREI) Education

**Department:** Human Right Equity and Inclusion

**Reports To:** AVP Human Rights, Equity and Inclusion

**Jobs Reporting:** None

**Salary Grade:** USG 13

**Effective Date:** February 2020

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**Primary Purpose**

Reporting to the Associate Vice-President, Human Rights, Equity and Inclusion, this senior level position will provide strategic leadership and will work with the entire University community to lead, articulate and effect change in HREI Educational matters, through workshops, programs, and practise. The overall purpose of this role is to educate and help cultivate the core values of respect, equity and diversity at the University of Waterloo. The Director of Education will work alongside the other Directors in HREI in terms of content and substantive expertise and to understand the strategic vision for each office. The Director will use all of the information to develop a strategy for education across HREI and for UW. The Director will work in tandem with the other units in the AVP Human Rights, Equity and Inclusion (Conflict Management and Human Rights, Equity Office, Indigenous Initiatives, and Sexual Violence Response). The Director will work closely with other departments across campus to develop, deliver and revise as needed, a strategy for campus-wide comprehensive educational materials and programs for faculty, staff, and students including an HREI education equity certificate and a resource generating model for external education. The Director of Education will support curriculum development and work to embed HREI concepts in educational programs across campus.

**Key Accountabilities**

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<th>Lead the Strategic Direction and Leadership of the Education portfolio in consultation with the AVP, Human Rights, Equity and Inclusion</th>
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<td>Provides overall leadership and direction on the development, delivery, and evolution of the education programs and initiatives</td>
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<td>- Develops a HREI education certificate program for students, faculty and staff</td>
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<td>- Initiates and develops a revenue generating educational stream</td>
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<td>- Develops and maintains a budget for HREI education portfolio</td>
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<th>Collaborates and builds partnerships with relevant stakeholders and faculties/units on campus</th>
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<td>Collaborates and builds partnerships across campus using extensive knowledge of the university, highly developed strategic, analytical and communication skills, expert knowledge of adult learning principles and experiential education, and a high degree of political acumen and interpersonal skill to nurture relationships with a range of stakeholders across the university</td>
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<td>Provides leadership/consultation on campus regarding the pedagogy of experiential education, and HREI concepts from an anti-oppressive, trauma informed, intersectional lens.</td>
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<th>Client and Business Development</th>
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<td>Identify new clients, markets or services to achieve targets and strategic objectives related to the education portfolio</td>
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<td>Develop new external business relationships and secure new clients including the general community, corporations, public-sector, and clients from within and external to the University</td>
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Job Description

- Grow training development clientele; monitor tender sites and author successful responses to RFPs to land training development contracts with external agencies
- Negotiate contracts and MOAs with external clients and services providers

**Develops and delivers educational programs, practices and practical training intended**
- Responsible for the development and design, delivery and evaluation of educational programming
- Designs and delivers educational programming for a wide variety of on-campus adult learners (face-to-face, blended and technology based) and promoted engagement and learning through their application.
- Promoting, identify and initiate educational opportunities on topics across HREI including equity, conflict management and human rights, sexual violence and Indigenous Initiatives.
- Develop and maintain strong working relationships with external facilitators.

**Administration of Education Unit**
- Develops and maintains operational budget for the HREI Education portfolio.
- Make recommendations for change and participate in the review and revision of systems and protocols as appropriate.

*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**
- University Degree, Masters Degree required or equivalent education and experience. PhD is preferred.

**Experience**
- 5-8 years of experience in the accountabilities above, including progressively responsible management experience and a track record of growing and developing educational programming, relationships and revenue
- 2-3 years of strategic planning experience related to education
- Experienced in cutting edge pedagogical approaches
- Demonstrated success in leading change efforts in a post secondary setting.
- Experience with the use of new technologies to design and implement training.

**Knowledge/Skills/Abilities**
- Exceptional listening, oral and written communication skill, and the ability to present ideas fluently and compellingly.
- Demonstrated ability to devise and implement strategic training plans
- Knowledge of key concepts relating to HREI; equity, diversity, inclusion, sexual violence prevention, decolonization etc.
- Diplomacy and tact in working with both internal and external partners
- Excellent judgement, with the ability to execute decisions with confidence.
- Possesses extensive knowledge of a university work environment, highly developed strategic, analytical and communication skills, expert knowledge of experiential education and a high degree of political acumen and interpersonal skill to nurture relationships with a range of stakeholders across the university
- Demonstrated project management skills
Job Description

- 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 Director of HREI Education engages with all faculty, staff and students. The Director, HREI Education will act as a delegate for the AVP HREI on an as-needed basis at external events, conferences, meetings and other initiatives as determined. Work with external organizations regarding training on HREI.
- **Level of Responsibility**: The position is responsible and accountable for the results of the Education portfolio. The Director of HREI Education will use judgement to assist in the formulation of decisions in a highly confidential environment.
- **Decision-Making Authority**: The Director of HREI Education is expected to be self-directed in executing their 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 HREI Education 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.