

Job Description



Job Title:	Director, Education & Outreach
Department:	Office of Equity, Diversity, Inclusion, and Anti-Racism (EDI-RO)
Reports To:	Senior Director, Institutional & Strategic Priorities
Jobs Reporting:	Senior Equity Training Specialist, Community Engagement Manager, Education & Learning Specialist
Salary Grade:	13
Effective Date:	July 2022

Primary Purpose

This senior level position will provide strategic leadership and will work with internal and external university communities to lead, articulate and effect change in equity and anti-racism through competency and capacity building and stakeholder engagement. The overall purpose is to challenge existing structures to facilitate culture change through transformative justice.

Key Accountabilities

Leads the strategic direction of Education and Outreach portfolio within the EDI-RO for the University of Waterloo community (main campus, satellite campuses).

- Develops, leads, and provides strategic direction and project management oversight of the Education & Outreach Unit (EOU) to deliver on key policies and strategic initiatives (in consultation with the AVP, EDI-R).
- Leads and represents the EDI-RO's EOU in any discussions on competency and capacity building, or education related to equity and anti-racism and transformative change on campus and beyond.
- Identifies new and significant opportunities for leadership, including educating the research community and pursuing potential new collaborations.

Leads, manages, motivates, and coaches staff.

- Hires, manages, and deploys staff to meet and exceed EDI-R competency and capacity goals and objectives.
- Coaches, mentors, and manages a team of experienced professional equity and anti-racism educators/adult facilitators.
- Conducts and reviews Annual Performance Plans and individual work plans with direct reports, and ensures adherence to annual performance planning and review processes within the EDI-RO.

Facilitates the creation, development, and review of equity and anti-racism educational content through anti-oppressive pedagogies.

- Conducts research of a superior quality on improving equity and anti-racism at the University of Waterloo.

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- Evaluates current policies, practices and programs to make recommendations about best or promising practices.
- Develops educational programs and practical training on equity for the university community.

Oversees the monitoring, analysis, and research trends and complex issues in equity and anti-racism.

- Oversees the development of educational content for the EDI-RO
- Provides academic and professional resources (e.g. Briefing Notes) that support the policy directions and strategic priorities of the EDI-RO.
- Shares and delivers equity and anti-racism competency and capacity building sessions to senior leaders (e.g. Exec Council, Board Of Governors, Senate, Deans Council, etc.)

Supports the implementation of the University's Cross Institutional Priorities (CIP).

- Leads and maintains quality assurance of the institution's Program Area Leads (PALs) CIP.
- Develops and directs critical relationships with internal and external community members to increase the University's equity and anti-racism impact domestically and internationally.
- Develops and directs critical relationships with faculty to advance equity and anti-racism competency and capacity building strategic goals.

**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

- PhD in a relevant discipline preferred.

Experience

- Significant knowledge of building and leading complex teams of intersecting identities within oppressive institutional environments
- Expert knowledge in teaching, adult facilitation, and competency and capacity building in an institutional context
- Demonstrated research portfolio in equity and anti-racism (or a related discipline)
- Demonstrated experience of community engagement and working with racialized and marginalized communities
- Demonstrated ability to code-switch, code-mesh, and engage with hierarchal and lateral systems of oppression
- Demonstrated ability to engage with internal and external community competing interests
- Demonstrated understanding of the historical, social, economic, legal, and political context underlying race, racism, and systemic anti-racism movements in Ontario
- Significant experience working with stakeholders with competing interest and limited knowledge/expertise in anti-racism

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- Significant knowledge of, and demonstrated commitment to anti-racism, decolonization, critical race theory (CRT), Black feminist thought/theory, anti-oppression and a track record of demonstrably confronting racism at a large, decentralized, and complex university or institution
- Experience developing and implementing strategic plans and institutional-wide programs
- Experience in managing institutional risks through corporate risk registers
- Experience effecting organizational change, including policy, procedural, practical, and behavioural change
- Experience implementing and enforcing corporate anti-racism policies
- Proven ability in project management and leading teams/employees
- Experience working on organization-wide committees and working collaboratively with multiple stakeholders
- Proven ability to advance policies, programs, and practices with the framework of anti-racism
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with equity seeking groups
- Experience in developing anti-racism related education, policies, and programming.
- Experience developing and managing corporate budgets

Knowledge/Skills/Abilities

- Expert-level political acuity and strategic thinking skills
- Expert-level facilitation skills
- Ability to teach, coach, and mentor staff, students, and faculty
- Demonstrated strong understanding of equity, intersectionality, Anti-racism, decolonization, inclusion, anti-oppression, the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, the *Anti-Racism Act* (as well as other relevant legislation), and the application of those terms, frameworks and legislations in an institutional context
- The professional confidence and communication skills to effectively engage community members on what can often be contentious or delicate issues
- Excellent organizational and project management skills
- Ability to work on confidential and sensitive matters with tact and discretion
- 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
- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design and methodologies.

We encourage the applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit, Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

Nature and Scope

Contacts: Internally, the Director of E&O engages with all faculty, staff and students to listen, connect, influence and motivate others, and to promote and educate on highly sensitive matters. The Director of E&O will act as a delegate for the AVP EDI-R on an as-needed basis at external events, conferences, meetings and other initiatives as determined.

Level of Responsibility:

The position is responsible and accountable for the results of the EOU.

The Director of E&O will use judgement to assist in the formulation of decisions in a highly confidential

environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university

Decision-Making Authority:

The Director of E&O 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 E&O 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.