

Job Description

Job Title:	Manager, Equity Office
Department:	Human Rights, Equity and Inclusion Academic Support Unit
Reports To:	Director of Equity
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	November 2020

Primary Purpose

Reporting to the Director of Equity, the Manager of the Equity Office manages the day to day operations of the Equity Office, takes leadership on key projects, supports the other members of the Equity team, and adds support/capacity to Faculties and Units on campus in their response to equity and anti-racism.

Key Accountabilities

Implements, Delivers and Monitors Equity Initiatives

- Consults, advises, and supports Faculties and Academic Support Units in their response to equity and anti-racism
- Collaborates with campus stakeholders and serves as a community resource to ensure appropriate response to equity issues
- Works with the Director of Equity to assess, recommend and develop new strategies and initiatives, events and programs to promote a culture of equity on campus
- Updates Director of Equity on initiatives and prepares reports to track progress
- Employs project management approaches to manage work, information, and logistics of project deliverables
- Maintains a strong understanding of current literature, best practices, legal and legislative frameworks related to EDI, and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis)

Engagement and Outreach

- Develop a visibility and outreach strategy for the Equity Office
- Collaborates and builds partnerships with relevant stakeholders and faculties/units on campus
- Supports and adds capacity to the equity initiatives across campus
- Oversees the management of volunteers engaging in equity initiatives on campus
- Makes presentations and employs other communication tools to raise awareness about the Equity Office

Equity Response and Support

- Supports the Equity Specialist in responding to individual disclosures from campus members experiencing equity related concerns (e.g. racism, transphobia, ableism) by providing support and referrals based on individual needs
- Collaborates with internal support units and external organizations to meet needs of diverse members of the campus community
- Remains current with pertinent ethical requirements and research relevant to responding to equity concerns

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- Engages in case management when required, particularly with cases presenting with more complex needs
- Maintains an understanding of the legal and reporting requirements to provide accurate advice, support and resources
- Supports the Equity Specialist in advocating on behalf of marginalized students where appropriate
- Escalates complex issues to the Director of Equity

Administrative Duties

- Contributes to guidelines and processes for managing Equity Office documents
- Manages financial processes for the Equity Office under the direction of the Director of Equity
- Represents the Equity Office on campus committees, where appropriate
- Coordinates and attends team meetings, and other meetings as requested or directed by the Director, Equity
- Participates on broader university committees, where 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

- Master's degree required or higher, or equivalent education and experience
- Education in a relevant discipline (e.g. Social Work, Community Psychology, Social Policy) will be considered an asset

Experience

- 5 years of experience and a track record of demonstrably improving equity at a large, decentralized, and complex university or institution
- Experience effecting organizational change, including policy, procedural, practical and behavioural change
- Proven ability to advance policies, programs, and practices with the framework of equity
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with equity seeking groups
- Experience in developing and delivering equity related education, policies, and programming

Knowledge/Skills/Abilities

- Demonstrated strong understanding of equity, intersectionality, anti-racism, decolonization, inclusion, anti-oppression, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities 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
- The ability to develop and execute training on equity-focused issues, including compliance matters

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- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design and methodologies.

The Equity Office is seeking to prioritize candidates with lived experience, specifically those who identify as a member of the four designated groups: candidates who are racialized, Indigenous, women, persons with a disability; as well as members of the LGBTQ2+ communit(ies).

Nature and Scope

- **Contacts:** Reports to the Director of Equity, supports other members of the Equity Office on consultations and response work. Internally, this position will regularly be working with stakeholder such as the Registrar's Office, the Secretariat's Office, Student Success Office, Human Resources, Campus Wellness. Also, this position will be in contact with the Faculty (FAUW) and Staff (UWSA) Associations, the Waterloo Undergraduate Student Association (WUSA), and the Graduate Students Association (GSA). The Manager, Equity Office may act as a delegate for the Director of Equity on an as needed basis at internal and external meetings, events, conferences, and other initiatives as needed.
- **Level of Responsibility:** The position is responsible for supporting the Director of Equity with the deliverables related to the equity portfolio and providing functional guidance to support units and faculties related to embedding equity initiatives in their departments. The Manager, Equity Office 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 Manager, Equity Office is expected to be self-directed in executing their responsibilities, under the guidance of the Director of Equity. 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 Manager Director of Equity will make recommendations to the Director of Equity 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
- **Working Environment:** Moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions including dealing with the political sensitivities of equity work. 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.