

Job Description



Job Title:	Senior Training Specialist
Department:	Equity, Diversity, Inclusion and Anti-Racism (EDI-R) Office
Reports To:	Director, Education and Outreach
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	January 2023

Primary Purpose

Reporting to the Director of Education and Outreach, the Senior Training Specialist will provide strategic leadership and will work with the entire University community to lead, articulate and effect change in equity educational matters, through workshops, programs, and practice. This position has four main areas of focus: a) create and manage a comprehensive equity and anti-racism training strategy; b) Create, manage, and deliver educational and training programs related to equity for students, staff and faculty, c) engage in campus partnerships to embed equity in educational programming across the institution, and d) contribute to initiatives both internally and externally related to the work of the Education and Outreach office.

Key Accountabilities

Lead the Strategic Direction and Leadership of the Education and Outreach portfolio in consultation with the Director, Education and Outreach

Provides overall leadership and direction on the development, delivery, and evolution of the education programs and initiatives related to equity and anti-racism

- Develops a comprehensive equity and anti-racism training strategy based on the needs of the campus community (students, faculty and staff)
- Contributes to other institutional strategic initiatives to embed equity and anti-racism (e.g. mental health literacy strategy, Academic Leadership Program)
- Contributes to the development and implementation of the Education and Outreach Office's strategic plan and provides leadership on strategic priorities as needed
- Contributes to the Education and Outreach Office's expertise and knowledge in equity, anti-racism, diversity, inclusion and decolonization.

Collaborates and builds partnerships with relevant stakeholders and faculties/units on campus

- 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
- Provides leadership/consultation on campus regarding the pedagogy of experiential education, and equity concepts from an anti-racist, anti-oppressive, intersectional lens.

Develops and delivers educational programs, practices and practical training

- Responsible for the development and design, delivery and evaluation of equity and anti-racist 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
- Promotes, identifies and initiates educational opportunities on topics across equity and anti-racism
- Develops and maintains strong working relationships with external facilitators

**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 an asset.

Experience

- 5 years of experience in the accountabilities above and a track record of growing and developing educational programming in equity and anti-racism
- 3-5 years of 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

- 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
- 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
- Diplomacy and tact in working with both internal and external partners
- Excellent judgement, with the ability to execute decisions with confidence
- 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
- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems
- Experience with training software (e.g. Articulate 360) is an asset

The University of Waterloo 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:** Internally, the Senior Training Specialist engages with faculty, staff and students, Faculties and Academic Support Units, across the institution. The Senior Training Specialist will act as a delegate for the Director of Education and Outreach on an as-needed basis at external events, conferences, meetings and other initiatives as determined. Work with external organizations regarding training on Equity, Diversity, Inclusion and Anti-racism.
- **Level of Responsibility:** The position is responsible for supporting the Director of Education and Outreach with the deliverables related to the Education and Outreach portfolio and providing functional guidance to support units and faculties related to building capacity on equity, or embedding equity in

other training and education programs (e.g. Academic Leadership Program, Mental Health Literacy Strategy). The Senior Equity Training Specialist 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 Senior Training Specialist is expected to be self-directed in executing their responsibilities, under the guidance of the Director of Education and Outreach. 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 Senior Training Specialist will make recommendations to the Director, Education and Outreach 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:** Moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions including addressing resistance to change and the political sensitivities involved in 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 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.