

Job Description



Job Title:	Associate Director, Anti-Racism Response
Department:	Office of Equity Diversity, Inclusion & Anti-racism
Reports To:	Director of Anti-Racism
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	February 2021

Primary Purpose

The Associate Director, Anti-Racism Response is responsible for providing direct support to individuals experiencing racism and will engage in informal mechanisms to resolve complaints. The Associate Director will also help to develop a centralized process to manage complaints related to racism and will provide senior leadership with advice in handling disclosures/complaints of racism.

Key Accountabilities

Individual Response and Support

- Responds to individual disclosures of racism from students, staff and faculty by providing support, advocacy and referrals based on individual needs
- Utilizes anti-oppressive and trauma-informed approaches to support campus stakeholders who often present in distress
- Helps complainants create a plan of action to address their concerns
- Maintains an understanding of the legal, policy and reporting requirements in order to provide accurate advice to complainants about their options and leadership to act on disclosures/complaints of racism
- Collaborates with internal support units and external organizations to appropriately support racialized members of the campus community (e.g. connecting with relevant resources, referrals)
- Remains current with pertinent ethical requirements and research relevant to responding to concerns around racism
- Engages in case management when required, particularly with cases presenting with more complex needs
- Refers departments, teams, or individuals to the Senior Equity Training Specialist for further training, when required

Anti-Racism Systemic Change

- Identifies gaps in existing University policies and processes related to reporting and responding to racism and creates recommendations for senior leadership including Deans
- Advises senior administration, Central Communications, and Associate Deans on their response to concerns related to racism
- Creates a process to facilitate the central reporting and tracking of complaints related to racism that follows Ontario's Human Rights Code (OHRC)
- Works with the University's Central Communication Unit and Human Resources to communicate the complaint mechanisms available related to incidents of racism, and best practices for responding to disclosures of racism

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- Works with the Director of Equity and the Senior Equity Training Specialist to embed relevant information about complaints processes and responding to disclosures of racism in training run through the Equity Office
- Creates best practice documents and resources for leadership to support their response to concerns or issues of racism in their Faculties or Units
- Advises and creates recommendations to ensure that the University meets the OHRC's six criteria for responding to complaints of racism

Record keeping and Reporting

- Maintains a case management system to track disclosures of racism
- Provides quarterly reports to the Provost on numbers of disclosures and emerging themes
- Ensures compliance with all record keeping requirements and confidentiality guidelines
- Prepares statistical reports, as necessary
- Analyzes data and share reports with the Equity Office to inform proactive measures to address racism on campus

Informal Resolution

- If requested by the complainant, provides facilitation services grounded in restorative justice and anti-racist frameworks
- Implements any follow up actions after mediation/facilitation has been concluded

**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

- Masters degree required in relevant discipline (e.g. Law, Social Work, Psychology, Political Science, Human Rights, Sociology) or equivalent education and experience

Experience

- 5-7 years of experience with employing formal and informal mechanisms to address complaints of racism
- 5+ years with mediation, facilitation or other informal approaches to address complaints of racism
- Extensive experience with interpreting organizational policies
- Experience employing anti-oppressive, anti-racist, trauma-informed, and restorative justice approaches to addressing complaints

Knowledge/Skills/Abilities

- Extensive knowledge of the Ontario Human Rights Code, the Human Rights Tribunal of Ontario's procedures, the Criminal Code, the Occupational Health and Safety Act and other relevant legislation
- Extensive knowledge of concepts related to race and anti-racism, equity, intersectionality, decolonization
- Strong mediation and facilitation skills grounded in anti-racist practices
- Excellent communication skills (verbal and written) and interpersonal skills, including the ability to deal with issues of a sensitive and confidential nature
- Effective report writing, presentation, and training skills
- Ability to work under pressure and effectively handle potentially emotionally charged situations

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- Excellent judgement supported by strong analytical and problem-solving skills
- Excellent organizational and case management skills
- 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, this position will regularly work with numerous campus partners including the Provost's Office, members of Executive Council, Legal and Immigration Services, the Secretariat, Human Resources, Associate Deans, Chairs, Indigenous Initiatives, Sexual Violence Prevention and Response, the Conflict Management and Human Rights Office, the Safety Office, the Waterloo Undergraduate Student Association, the Graduate Student Association, the Faculty Association (FAUW) and the Staff Association (UWSA).
- **Level of Responsibility:** This is a senior level position with a high level of responsibility, given the serious and sensitive nature of the concerns being shared. This position will advise leadership across the institution, including senior level administrators on their response to disclosures/complaints of racism. The University relies on their advice to address concerns of racism according to the procedures outlined in the OHRC.
- **Decision-Making Authority:** This position will be responsible for making recommendations, including to senior leadership, that have the potential to have significant impacts on individuals or the University.
- **Physical and Sensory Demands:** This position will have to respond to emotionally charged situations, and will need to be equipped to support individuals in distress which can have difficult emotional impacts. In addition, this position will have to deal with resistance to change and addressing issues of racism, which can be stressful. Minimal physical demands, typical of a position operating within an office environment.
- **Working Environment:** Exposed to stress, pressure racial trauma, and potential vicarious trauma associated with individuals in direct service roles dealing with complex issues like racism. Involves psychological risk of being exposed to difficult situations and systemic barriers in addressing racism.