

Job Description



Job Title:	Associate Director, Policy & Programs
Department:	Equity, Diversity, Inclusion, and Anti-Racism (EDI-R)
Reports To:	Senior Director, Institutional & Strategic Priorities
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	March 2024

Primary Purpose

The Associate Director supports the Senior Director in their strategic vision and leadership through the implementation of strategic initiatives, policy development, project planning and implementation for the Office of Equity, Diversity, Inclusion and Anti-Racism (EDI-R).

Key Accountabilities

Strategic Initiatives, Policy Development, Project Planning, and Implementation

- Leads complex pan university initiatives to embed equity and anti-racism across the institution, including but not limited to policy development and reviews
- Collaborates with and advises Faculties and Academic Support Units on the development and implementation of their strategic equity and anti-racism commitments
- Supports the implementation of the Office of EDI-R's strategic plan
- Employs project management approaches to manage work, information and logistics of project deliverables
- Maintains a strong understanding of current research, best practices, policies, legal and legislative frameworks related to equity and anti-racism, critical race theory, Black Feminist Thought & Theory and conducts/commissions research as needed
- Evaluates current legislation, policies, practices, programs and processes and makes recommendations to ensure they are equitable and anti-racist

Collaboration and Relationship Building

- Actively builds relationships to support a model of collaboration, consultation, and partnerships on campus
- Addresses complex equity and anti-racism issues escalated by other members of the EDI-R team
- Provides equity and anti-racism expertise on campus committees and working groups
- Creates and chairs committees related to equity and anti-racism, as needed

Competency & Capacity Building

- Coordinates or provides competency and capacity building to senior level administration when needed (e.g. senior level hiring committees)
- Provides oversight and support to the EDI-R team in the implementation of relevant programs and policies

Office Administration

Performs administrative functions for the Senior Director when that position is absent, which may include:

- Managing contract staff and co-op students as needed
- Managing special project budgets

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- Contributes to and updates the EDI-R Office strategic plan and individual workplans with consultation from the team and key stakeholders
- Creates and delivers presentations to Executive Council, Info Group and Dean's Council when requested
- Contributes to the Office of EDI-R risk report
- Prepares annual progress reports for the EDI-R Office

**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

- Advanced education in a relevant discipline will be considered an asset

Experience

- Significant knowledge of, and demonstrated commitment to equity and anti-racism, decolonization, critical race theory, 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 equitable and anti-racist 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 equity and anti-racism
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with equity seeking groups
- Experience in developing equity and anti-racism related education, policies, and programming.
- Experience managing budgets

Knowledge/Skills/Abilities

- Strong political acuity and strategic thinking skills
- Demonstrated strong understanding of equity, intersectionality, 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:** Reports to the Senior Director, works closely with other members of the EDI-R Office especially on consultations and support 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 Associate Director may act as a delegate for the Director of Education & Outreach 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 Senior Director with deliverables related to the EDI-R Office portfolio and providing functional guidance to support units and faculties related to embedding equity initiatives in their departments. The Associate Director, Policy & Programs 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 Associate Director, Policy & Programs is expected to be self-directed in executing their responsibilities, under the guidance of the Senior Director. 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 Associate Director, Policy & Programs will make recommendations to the Senior Director 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