Job Description

Job Title:	Director, Equity, Diversity and Inclusion (EDI) in Research, Internationalization and Commercialization
Department:	Office of Vice President Research and International
Reports To:	Associate Vice President, Research and International
Jobs Reporting:	Senior Manager, Research Equity, Senior Manager Indigenous Research
Salary Grade:	USG 15
Effective Date:	September 2024

Primary Purpose

The Director, Equity, Diversity and Inclusion (EDI) in Research, Internationalization and Commercialization is responsible for providing the strategic leadership on equity, diversity, inclusion (EDI), including decolonization and Indigenization, to pursue the goals of inclusion and belonging as laid out in the University of Waterloo strategic plan relating to research, as well as international and commercialization activities within the portfolio of the Vice President Research and International (VPRI).

Reporting to the AVP Research and International, the Director leads the Office of the VPRI (OVPRI) Inclusive Research team and is responsible for leading the implementation of the research enhancement goal related to EDI and effecting change across research, international and commercialization activities as they relate to the faculty, research staff and trainee experience at an institutional level. This includes oversight of the EDI requirements of external research sponsors, including lead responsibility for implementation and ongoing monitoring of the Canada Research Chairs' Equity Action Plan (EAP) as well as leading the updates to these plans. The Director serves on or leads VPRI and University committees and groups as an advisor and resource providing leadership and expert advice on EDI initiatives and, when needed, represents the VPRI on EDI-related conversations at the U15 and national level.

The Director also provides leadership on EDI initiatives to all units within the VPRI portfolio including the Office of Research. Waterloo International, Waterloo Ventures and the University Research Centres.

The University is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University is a leader in the education of global citizens and values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University seeks applicants who embrace our values of equity, anti-racism, and inclusion.

The University encourages applications from, and priority in selection will be given to, candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit, Black, racialized, persons with disabilities, women and/or 2SLGBTQIA+ people.

The selection process for this particular position will follow the provisions for a special program as described by the Ontario Human Rights Commission in order to address the underrepresentation of

individuals from equity-deserving groups. Improving the representation, participation, and engagement of equity-seeking groups within our community is a key objective of Waterloo's Strategic Plan 2020-2025.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at hrhelp@uwaterloo.ca or 519-888-4567, ext. 35935.

Key Accountabilities

Lead the strategic direction of the Research, International and Commercialization Equity, Diversity and Inclusion portfolio

- Leads the OVPRI's efforts to examine, advocate and advance EDI matters in research, internationalization and commercialization at the University by engaging with all levels of the University and Divisions.
- Engages with the University community to explore, understand and address issues of EDI matters, including race, culture, sexual and gender diversity and the intersectionality of these issues within research, international and commercialization activities as they relate to the faculty, research staff and trainee experience
- Advocates for, and provides strategic leadership on, the decolonization of research and the Indigenization of the VPRI portfolio including supporting Indigenous researchers, seeking out and removing legacy barriers to Indigenous research and actively valuing and educating around Indigenous ways of knowing the inclusion of the Indigenous community voice in research, including connecting and networking across the post-secondary sector nationally.
- Works at a strategic level to promote EDI within the VPRI's portfolios, takes a strategic role in change management processes, provides advice to VPRI and the senior leadership team on EDI practices and processes.
- Provides leadership and direction in strategic planning activities to advance the research-related EDI goals, working closely with the Vice-President, Research and International, the Chair, Research Equity, Diversity and Inclusivity Council, the Associate Vice President, the Office of Equity, Diversity, Inclusion and Anti-Racism (EDI-R) and the Office of Indigenous Relations (OIR)
- Drives the strategic direction based on a high-level of understanding of best practices in equity issues and opportunities
- Provides expert counsel to senior administrators, faculty and staff on EDI as it relates to research, international and commercialization
- Lead the strategic implementation including planning, oversight, project management and delivery of University level recommendations and mandates as related to EDI such as PART, where the VPRI is accountable while facilitating partnerships with other institutional units (i.e. Provost's Office, EDI-R, OIR, IAP, CTE) in order to deliver impact across functions
- Chair and provide advice on the Research, Equity, Diversity and Inclusion (REDI) Council to maintain the faculty voice and input on all Inclusive Research initiatives
- Identifies new and significant opportunities for leadership, including educating the research community and pursuing potential new collaborations, co-creation both internally and externally, including nationally and internationally
- Identifies and cultivates appropriate relationships with key individuals across Canada, for example, in other U15 universities, and other strategic partners who have objectives in EDI, Commercial and International
- Evaluates current policies, practices and programs and external sponsor EDI requirements to ensure Waterloo meets and where possible exceeds current best practices
- Leads the Office of the VPRI's strategic implementation of the Research Enhancement Goal as it relates to all research portfolios including, for example, Research Partnerships, Tri-

Agency Funding and diverse expansion of commercialization

- Lead the strategic transformation of internal research administration barriers to equitable participation and success in all areas of the VPRI portfolio
- Provides expert advice and supports the Director of Research Security with impacts of security policy and implementation on international inclusion and equity in research

Responsible for the planning, implementation, delivery and monitoring of equity-related initiatives across the research, international and commercialization enterprises

- Assesses, recommends and develops new strategies, initiatives, events and programs to identify and remove systemic barriers to underrepresented groups, promote a culture of equity, and build engagement within the research community
- Responsible for the oversight of the planning, implementing, monitoring and reporting annually on the current CRC Equity Action Plan, including the design, delivery and analysis of mandated surveys and leadership of the engagement, co-creation and production of all future updated plans as required by CRC program or university leadership.

- Employs Project Management approaches to ensure that equity strategies, events and initiatives are effectively and efficiently managed, including monitoring of information, logistics and progress, and reporting on project deliverables
- Develops and enhances mechanisms for EDI metrics for research, internationalization and commercialization and for collecting information on membership in the federally designated groups that take into account privacy and confidentiality requirements.
- Develops and assesses strategies to support equitable access to research funding, international and commercialization opportunities for all members of the research community
- Promotes the integration of equity, diversity and inclusion-related considerations in research design and practices, as well as practices related to internationalization of campus and commercialization
- Increasing equitable and inclusive participation in the research, internationalization and commercialization systems, including participation by members of our community
- Ensures relationship with, and strategic alignment with both the Office of Indigenous Relations and the Office of Equity, Diversity, Inclusion and Anti-racism to support consistency and integration.
- In consultation with Director, Institutional Research, integrates EDI principles into large strategic research initiatives operating across the University, in support of administration and management of the research initiatives, adjudication of research funds and awards or scholarships, trainee recruitment and engagement
- Works with faculty, students and VPRI staff to ensure grant applications, and international agreements feature EDI best practices exceeding sponsor requirements and EDI considerations are applied to these enterprises
- Maintains a strong understanding of the current literature and the legal and legislative frameworks related to EDI, and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis)
- Plan, manage and oversee the budget allocated to Inclusive Research, and where appropriate, commercialization through the Incremental Program Grant.

Leads the implementation of engagement and outreach strategies for advancing EDI across the research, international and commercialization enterprise

- Serves on VPRI committees and groups exploring challenges and barriers of Black, Indigenous, racialized and underrepresented communities.
- Consults with senior decision-makers on a range of EDI issues, ensuring the confidentiality and sensitivity of complex issues are appropriately managed.
- Leads the planning, delivery and evaluation of faculty and research leaders EDI and Indigenous research training program and the Inclusive Research Resource Hub.
- Liaises with relevant, academic support units and the Office of Equity, Diversity, Inclusion and Anti-racism to facilitate the development and delivery of education and training on a broad range of equity issues, with a particular emphasis on ensuring that such professional development and training is broadly available and accessible.
- Works with University Relations and provides advice to the VPRI Senior Leadership team on communication activity with regards to research, international and commercialization activities intersecting with matters of equity, diversity and inclusion.
- Directs the development of EDI-related communications materials used in research, international and commercialization activities, including VPRI websites and a variety of written materials. Contributes to newsletters, listservs, as appropriate, and other materials with a lens to matters of EDI.
- Engage with external organizations to contribute to internationally recognized best practice

- Acts as a key resource to represent research related interests on relevant committees including the Research Equity, Diversity and Inclusion Council, Waterloo Awards Committee
- Act as an expert resource to ensure EDI research, international and commercialization related issues are disseminated across campus
- Builds strong relationships with students, staff and faculty to solicit input on key equity initiatives

Leads, manages, motivates and coaches staff

- Leads the Office of the VPRI Inclusive Research Team
- Hire, manage and deploy staff to productively meet EDI goals and objectives
- Coach, train and develop employee(s) to assure growth and development
- Conduct Annual Performance Plans with direct report(s), and ensure adherence to Annual Performance Planning and Review process within the department
- Lead the training planning and delivery of the internal VPRI “Inclusive Research Learning Series”
- Advocate for, support and advise staff, including leadership, as needed on EDI related challenges in their work and team

**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 in a relevant area of study, preferably with a focus on human rights, diversity, equity and inclusion or acceptable combination of education and experience; PhD preferred.

Experience

- Minimum of five years of relevant experience in progressively senior positions addressing, leading and advancing EDI within a research-intensive, or post-secondary environment or similar complex organization with a proven track record of implementing strategic change with impact to meet equity goals
- Experience working directly on research, leading research or leading commercialization initiatives an asset
- Experience working with Indigenous initiatives or with the Indigenous community including in policy or research an asset
- Minimum of 5 years experience in project management and proven ability to align work priorities and realize strategic goals
- Minimum of 5 years staff management experience including a track record of mentoring, developing and leading a team.
- Depth and breadth of knowledge of research funding programs, understanding of external funding and funding procedures is preferred;
- Experience planning, managing and overseeing a budget, preferred.
- Extensive experience and knowledge of university policies and procedures and an understanding of the University's organizational structure, including its governance is a strong asset.

Knowledge/Skills/Abilities

- Demonstrated knowledge of the concepts of equity, human rights, inclusion, and diversity. Working knowledge of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and other relevant legislation
- Innovative and strategic thinker with a broad vision for the role of diversity in achieving institutional excellence.
- Demonstrated commitment to, and understanding of, equity, diversity and inclusion with a proven ability to keep up with current events, advancements in thinking and the EDI professional community
- Knowledge and understanding of Indigenous culture, ceremony and ways of knowing and decolonization
- Mature and thoughtful leader who understands confidentiality, cultural and equity sensitivity and the emotional labour of the EDI and Indigenous landscape.
- The intellectual acumen and approach that will facilitate credibility and foster trust and strong, productive working relationships
- The professional confidence and communication skills to effectively engage community members on what can often be contentious or delicate issues
- A strong understanding of systemic issues and analysis of the legal and legislative frameworks related to equity and human rights
- 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 conduct research of superior quality on improving equity at research intensive universities
- Excellent interpersonal and communication skills, both written and oral for the preparation of reports and making presentations
- Good facilitation skills to lead groups to productive outcomes
- Excellent organizational and project management skills
- Ability to work on confidential and sensitive matters with tact and discretion
- Ability to manage challenging conversations with stakeholders
- Ability to work independently or in a team setting, with diverse individuals
- Strong staff management skills

Nature and Scope

- **Contacts:** Internally works closely with the VPRI, the Chair, REDI Council, the Associate Vice

President Research and International and, Health Initiatives, Director Research Security, Director Institutional Research, Office of Research Directors, Executive Director Velocity and Director WatCo and other senior leaders. Also works closely with EDI and OIRincluding development of joint initiatives as appropriate. Engages Human Resources, IAP, Secretariat, Provost's Office, President's Office, and others as needed. Externally, engages nationally on policy and procedure and decolonization advancement with the U15s, NOSUM, Tri-Councils and internationally with the EU and other emerging research and/or commercialization partners

- **Level of Responsibility**: The position is responsible for leading and delivering on institutional level strategic goals and objectives relating to EDI issues in research, internationalization and commercialization within the VPRI portfolio. The Director, Equity, Diversity and Inclusion in Research, International and Commercialization, 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 and provide institutional risk. The Director will represent the VPRI in university level EDI committees and working groups, and where appropriate, national level discussions related to EDI in the VPRI portfolio Incumbent is responsible for line management of the Senior Manager, Research Equity, Senior Manager, Indigenous Relations and indirectly oversees six other positions in Indigenous Research and Research Equity. The Director EDI is responsible for $1m annual external research funds for EDI initiatives across the VPRI portfolio.
- **Decision-Making Authority:** The Director, EDI in Research, International and Commercialization is expected to be self-directed, independently sourcing and analyzing internal and external information and data to support the VPRI to deliver the equity mandate. The Director will make recommendations to the VPRI and senior leadership on EDI issues as they relate to the VPRI portfolio. The Director has decision making authority on an external sponsored annual $1m project budget for EDI initiatives within the VPRI portfolio/
- **Physical and Sensory Demands**: Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a director level position although due to the responsibilities of this role the incumbent may be exposed to stress and pressure at times.