Job Description

Job Title:	Senior Director, Institutional & Strategic Priorities
Department:	Equity, Diversity, Inclusion, and Anti-Racism Office (EDI-RO)
Reports To:	AVP, Equity, Diversity, Inclusion, and Anti-Racism
Jobs Reporting:	Director, Equity; Director, Anti-Racism; Director, Recruitment & Outreach
Salary Grade:	USG 14
Effective Date:	July 2022

Primary Purpose

The Senior Director develops the planning and tracking framework for the AVP EDI-RO's strategic priorities and monitors the implementation and any issues arising. This includes regular engagement with Directors of Strategic Initiatives in the Provost and Research offices, the President's Office, PVP, Executive Council, and other senior leadership teams on campus.

The Senior Director provides updates and analyses on areas of strategic importance to the AVP EDI-RO and relies on a network of colleagues and experts to identify and contribute to these reports and materials. This includes relevant data, scientific citations and academic research to be incorporated into speeches and presentations. The Senior Director takes a lead role in researching and developing strategic areas of thought leadership for major addresses by the AVP EDI-RO.

Key Accountabilities

Strategic Initiatives & Execution

- Synthesizes and communicates the AVP's key priorities internally so that members of the University community understand the AVP's vision, and how faculty and academic support unit initiatives and strategic plans contribute to the overall goal(s)
- Works collaboratively and effectively with senior leaders to support priorities that align with, and support, Institutional initiatives, focusing on annual and long-term goals and strategies.
- Leads in the development of planning documents to assist the AVP with the advancement of the anti-racism and equity goals and objectives of the University
- Makes recommendations to the AVP to adjust initiatives and projects which are found to be at risk, or less successful than anticipated
- Ensures timelines are adhered to for strategic institutional initiatives, by identifying capacity, pacing and resourcing issues needing leadership attention and keeps the AVP aware of any red flags
- Participates, contributes, and supports the AVP and Directors in the development of annual portfolio work plans and measuring work plan progress
- Provides a governance structure for all Institutional priorities (e.g. risk management), including creation of a measurement system to track initiatives
- Maintains current awareness and knowledge of University's administrative priorities, including decisions made at the Board of Governors/Committees and follow-up actions required or being taken as a result of these decisions

Institutional Research, Policy Advice, Environmental Scanning

- Provide in-depth analysis through both written notes, formal briefings and position papers on a variety of topics for review of the AVP

- Compiles statistics and charts on academic research, scientific citations, and other subject data to incorporate in speeches and presentations made by the AVP
- Reviews journals and reports for items of interest for the AVP
- Regularly reviews and briefs the AVP on the University's Risk Management framework to identify emerging and longer-term opportunities and threats to the achievement of the University's priorities and the critical success factors for the University as they related to institutional and presidential priorities

Communications and Coordination

- The Senior Director supports the development and review of written materials/presentations for governance bodies for the AVP to ensure they are strategically focused.
- Supports the development of remarks for governance bodies and supports the review of all materials for governance bodies from senior leadership to ensure strategic focus
- Maintains current awareness and knowledge of university and external events, policies, and announcements

Relationship Management

- Develops and fosters effective liaison with key internal and external stakeholders in order to successfully achieve institutional and presidential initiatives
- Develop and maintain a strong cross-campus network of senior administration providing visibility to institutional and equity and anti-racism initiatives and leveraging the support of campus communications channels
- Works collaboratively and consultatively with the Director of Anti-Racism, Director of Equity, and Director of Education & Outreach in support of a wide variety of activities and projects involving the AVP

Project Management

- Creates and executes project plans and revises as appropriate over time to meet the changing needs and requirements of various institutional initiatives
- Liaises with and coordinates actions with stakeholders for strategic projects to ensure roles are clear and actions are executed effectively
- Responsible for providing support for the planning, execution, monitoring and report of project related activities
- Monitors assigned project schedules and timelines and is accountable for timely completion of objectives and key results
- Identifies and manages risks associated with projects that might jeopardize the success of the outcomes
- Employs project management approaches that ensure that equity and anti-racism approaches are integrated into the effective management of projects, including monitoring of information, logistics, and reporting on project deliverables
- Project manages priority strategic initiatives with the Provost and President's priorities ensuring timely progress is made, key milestones are reached, and deliverables are met

**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

- Post-graduate degree in a related field (e.g., Public Policy, Business, Marketing, Law, Communications) or an equivalent combination of education and experience

Experience

- Experience in progressively responsible roles in post-secondary or institutional leadership, with an emphasis in strategic planning, execution, communications and governance reporting
- Skilled writer and editor, experience in leading institutional or corporate communications
- Proven experience of working in an organization with a high-profile reputation
- Ability to handle complex multiple assignments at the same time and with competing demands and deadlines while maintaining a calm demeanour is essential
- Advanced oral and written communications skills including the ability to write and edit quickly, accurately and creatively
- Advanced influencing, negotiating, mediation, communication and relationship management skills including an ability to influence, negotiate and build productive working relationships with key stakeholders, senior UW management and partners are essential to achieve the required outcomes
- Highly developed people management, relationship building and leadership skills with the demonstrated ability to develop and support a professional, service and continuous improvement focused workplace culture
- Ability to form relationships with all senior UW management levels to serve the mission of the University
- Ability to think and act strategically, creatively and dynamically in a high-pressure work environment
- Ability to make difficult and complex decisions with good judgement and with acute sensitivity to the environment and reputation of the University
- Ability to manage confidential and sensitive materials and situations with the utmost discretion
- Significant experience in writing, proofing and editing material and of presenting proposals and plans to senior/board level executives
- Evidence of being a persuasive and dynamic leader with highly developed communication and interpersonal skills, who is comfortable with networking, influencing and persuading at the highest level
- Experience planning for and managing interrelated, complex projects, and coordinating and collaborating with cross-functional team members to deliver quality results within the project deadlines.
- Current and comprehensive knowledge of political, equity, and anti-racism issues required

Knowledge/Skills/Abilities

- Demonstrated ability to:
  - Manage multiple concurrent projects with different stakeholders;
  - Lead meetings effectively with internal and external stakeholders;
  - Take a proactive approach in service delivery
- Excellent communication (oral and written), relationship building, customer service, negotiation, consultation, presentation, analytical, leadership and organizational skills
- 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
- Experience in project management and proven ability to align work priorities and realize strategic goals
- Demonstrated understanding of human rights, anti-racism, and equity issues, policies, and legislations; and ability to interpret and communicate concepts

- Experience in collating and analyzing qualitative and quantitative data and information in order to draft reports, provide briefing materials and recommendations to a range of audiences including senior leadership
- Critical thinking and excellent analytical skills to enable immediate and appropriate assessment of complex issues of concern to stakeholders
- Ability to manage confidential and sensitive materials and situations with the utmost discretion
- Ability to make decisions with good judgment and with acute sensitivity to the political environment and to the reputation of the University
- Strong research, writing, communication, presentation and interpersonal skills
- High degree of political acuity and judgment; ability to deal with senior University administrators in a manner which facilitates cooperation and consensus building
- Ability to work independently with a high degree of initiative, discretion, and tact
- Ability to work under pressure; superior organizational skills in planning, project management and task coordination; flexibility and problem solver orientation, comfort and effectiveness with information technologies (e.g., advanced skills in Microsoft Office, email, Internet
- Diplomacy combined with an excellent understanding of, and commitment to, the University's mission, vision, and values, and their intersection with the broader community
- Ability to translate and communicate complex topics in a variety of forums, tailoring communications to effectively fit and influence the targeted audience, strong executive presence
- Ability to work in a hectic and results-oriented environment with a strong focus on results
- Integrity, creativity, sense of humour, perseverance and the demonstrated ability to provide a consistent high level of service

Nature and Scope

- **Contacts:** Works closely with the AVP EDI-RO, the Office of the Provost/President in the portfolios/units reporting to the AVP. Interacts with colleagues across the university and at all levels to deal with, influence and motivate others, often with different perspectives and without supervisory responsibilities.
- **Level of Responsibility:** The position is responsible for ensuring cross-collaboration, management and implementation of institutional and presidential initiatives. High-level oversight and organizational responsibility for discussions; integral involvement in strategizing on issue of importance to the AVP. **Leadership without Authority**: Instructing other employees in methods or procedures needed to carry-out their job, even though the incumbent is not the direct supervisor; planning the work of others; and providing advice, professional expertise, support, and occasional coaching and mentoring to peers and other more senior roles at Waterloo in a way that allows for careful and thoughtful consideration before making a decision. **Problem Solving**: The majority of problems encountered in this position tend to be non-routine. Sometimes the incumbent will seek direction from the AVP, and work together with the EDI-RO Directors to reach a solution or obtain advice from other senior managers or directors. **Deadlines**: The incumbent is often required to increase the pace of work in order to meet frequent and multiple conflicting deadlines. On occasion, schedules must be re-organized to meet unforeseen and unpredictable circumstances.
- **Decision-Making Authority:** Must be capable of making decisions independently and knowing when to escalate matters to the AVP EDI-RO and must be capable of contributing positively and creatively to discussions around strategic decisions.
- **Physical and Sensory Demands**: Strain from focused visual concentration or focused listening for periods of time Work at a keyboard on a daily basis for many hours

- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with conditions typical of a Senior Administration or Executive Office. Work is performed in a controlled environment with almost no exposure to disagreeable environmental conditions Regular office equipment required Regular daytime hours with additional hours as required in emergency situations or in peak periods.