Job Description

Job Title:	Director, Anti-Racism and Anti-Oppression
Department:	Office of Equity, Diversity, Inclusion, and Anti-Racism (EDI-R)
Reports To:	AVP, Equity, Diversity, Inclusion, and Anti-Racism
Jobs Reporting:	Equity Specialist, Anti-Racism Specialist, Associate Director, Response
Salary Grade:	USG 13
Effective Date:	February 2026

Primary Purpose

The Director, Anti-Racism and Anti-Oppression provides strategic leadership to advance equity and anti-racism across the University. The role leads institutional change by developing and implementing policies, programs, and practices that challenge systemic barriers and foster a culture of accountability, inclusion, and transformative justice. Working with senior leaders, governance bodies, and the broader campus community, the Director drives initiatives that confront and dismantle racism and oppression while building institutional capacity for sustainable culture change.

Key Accountabilities

Strategic Direction and Leadership

- Leads and represents the Anti-Racism and Equity Unit in institutional and external negotiations or discussions related to equity, anti-racism and transformative change.
- Oversees the development of anti-racism and equity strategic initiatives for the Office of EDI-R and the institution.
- Provides project management oversight of the Anti-Racism and Anti-Oppression unit including strategy, budget, communication and risk management.
- Endorses projects and funding proposals before escalation to senior leadership.
- Review and approve projects, cases, and proposals.
- Delivers on key anti-racism and equity policy and strategic initiatives (in consultation with the AVP EDI-RO)
- 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
- Develops and maintains a strong cross-campus network of senior administration and leverages communications channels to increase visibility and support equity and anti-racism initiatives.
- Represent the portfolio at senior leadership meetings and assume acting AVP responsibilities when required.

Leads, manages, motivates, and coaches staff.

- Hires, manages, and deploys staff to meet and exceed anti-racism and equity goals and objectives.
- Coaches, mentors, and manages a team of experienced anti-racism professionals, while maintaining and supporting systemic change through an anti-oppressive workplace environment.
- Develops and reviews Annual Performance Plans and individual work plans with direct reports.
- Ensures adherence to annual performance planning and review processes within the Office of EDI-R.

Policy Creation, Development, Review, and Advice

- Facilitates the creation, development and review of policies and frameworks that comply with the equitable, anti-racist and transformative justice strategy of the Anti-Racism and Equity Unit and the Office of EDI-R.
- Evaluates current policies, practices and programs to make recommendations about best or promising practices.
- Provides advice, recommendations, and participates in the development and implementation of policy directions and business strategies to advance strategic and transformative projects.
- Shares systemic anti-racism and equity expertise and advice with senior leaders (e.g., Exec Council, Board of Governors, Senate, Deans Council, etc.)
- Supports senior leaders with facilitating resolutions of human rights cases
- Support Deans and decision-makers when complaints or sensitive issues arise.

Institutional Research, Environmental Scanning and Communications

- Conducts research of a superior quality on improving anti-racism and equity initiatives and strategies at the University of Waterloo.
- 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
- Supports the development and review of written materials/presentations for governance bodies for the AVP to ensure they are strategically focused.
- Maintains current awareness and knowledge of university and external events, policies, and announcements
- Engages with, and supports, pan-Canadian anti-racism initiatives

Required Qualifications

Education

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

Experience

- Significant knowledge of building and leading complex teams of intersecting identities within oppressive institutional environments
- Demonstrated understanding of the historical, social, economic, legal, and political context underlying race, racism, and systemic anti-racism movements in Ontario
- Significant experience working with stakeholders with competing interest and limited knowledge/expertise in anti-racism
- 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 Significant knowledge of, and demonstrated commitment to equity, anti-racism, decolonization, critical race theory (CRT), 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, cultural, and behavioural change
- Experience implementing and enforcing corporate anti-racism 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 anti-racism
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with equity seeking groups
- Experience in developing anti-racism related education, policies, and programming.
- Experience developing and managing corporate budgets

Knowledge/Skills/Abilities

- Expert-level political acuity and strategic thinking skills

- Demonstrated strong understanding of equity, intersectionality, Anti-racism, 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: Internally, the Director of Anti-Racism and Equity engages with all faculty, staff and students to listen, connect, influence and motivate others, and to promote and educate on highly sensitive matters. The Director of Anti-Racism and Equity will act as a delegate for the AVP EDI-RO on an as-needed basis at external events, conferences, meetings, and other initiatives as determined.

Level of Responsibility:

The position is responsible and accountable for the results of the Anti-Racism and Equity Unit.
The Director of Anti-Racism and Equity 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 Director of Anti-Racism and Equity is expected to be self-directed in executing their responsibilities. 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 Director of Anti-Racism and Equity will make recommendations to the AVP EDI-RO 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 constrains with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required

Working Environment:

Minimal 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.