

## Job Description

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<b>Job Title:</b>	Associate Director, Indigenous Relations
<b>Department:</b>	Indigenous Relations
<b>Reports To:</b>	AVP Indigenous Relations
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	12
<b>Effective Date:</b>	August 2022

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### **Primary Purpose**

The Associate Director supports the AVP Indigenous Relations in their strategic vision and leadership, represents the AVP when required, takes leadership on key projects, and is responsible for the day-to-day operations of the Indigenous Relations Office. Lived experience as an Indigenous person is required in this role.

### **Key Accountabilities**

#### **Strategic Initiatives, Project Planning, and Implementation**

- Leads complex pan university initiatives to implement Indigenization and decolonization across the institution
- Collaborates with and advises Faculties and Academic Support Units on the development and implementation of their strategic Indigenization and decolonization goals
- Provides direct support to leaders throughout the institution on Indigenous questions
- Supports the implementation of the Indigenous Relations strategic plan
- Employs project management approaches to manage work, information, and logistics of project deliverables
- Maintains a strong understanding of current research, best practices, legal and legislative frameworks related to Indigenous relations and conducts/commissions research as needed
- Evaluates current university policies, practices, programs, and processes and makes recommendations to ensure they consider Indigenous interests
- Oversees development of processes and procedures to ensure the smooth operation of the Indigenous Relations Office including transition and evaluation procedures and documents

#### **Collaboration and Relationship Building**

- Actively builds relationships to support a model of collaboration, consultation, and partnerships on and off campus
- Addresses complex issues identified by other team members
- Provides Indigenous expertise on campus committees and working groups
- Creates and chairs committees related to Indigenization, decolonization, and reconciliation

#### **Education**

- Coordinates or provides training and education to senior level administration when needed (e.g. senior level hiring committees)
- Provides oversight and support to the development and delivery of Indigenous awareness education throughout the institution

#### **Indigenous Relations Office Administration**

- Contributes to the Office of Indigenous Relations workplan with consultation from the team and key stakeholders

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- Creates and delivers presentations to Executive Council, Info Group and Dean's Council when requested
- Oversees Indigenous Relations budget preparations and special projects grants
- Prepares the Indigenous Relations risk report
- Manages staff, e.g., Administrative Manager, Indigenous Relations Coordinator, Indigenous Special Projects Coordinator, PT, and student staff etc. and conducts annual performance appraisals
- Prepares annual, quarterly, and as required progress reports for the Office of Indigenous Relations

*\*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 or higher, or equivalent education and experience
- Education in a relevant discipline and lived experience as an Indigenous person will be considered and required

#### **Experience**

- Significant knowledge of, and demonstrated commitment to Indigenous advancement, will have 5+ years of experience and a track record of demonstrably improving the Indigenous experience at a large, decentralized, and complex university or institution
- Experience effecting organizational change, including policy, procedural, practical, and behavioural change
- Experience working on organization-wide committees and working collaboratively with multiple stakeholders
- Proven ability to advance policies, programs, and practices with the framework of Indigeneity
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with Indigenous peoples
- Experience in developing Indigenous related education, policies, and programming.
- Experience in postsecondary institutions would be an asset

#### **Knowledge/Skills/Abilities**

- Demonstrated strong understanding of Indigeneity, Anti-racism, decolonization, inclusion, anti-oppression, laws pertaining to Indigenous peoples including the Human Rights Code, 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, communication, oral and written, 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
- The ability to oversee development of Indigenous awareness education training
- Demonstrated experience building consensus and influencing others in a diverse and multi-disciplinary environment with diplomacy is required
- Outstanding interpersonal skills, relationship building and employee/manager coaching skill

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- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, quantitative and qualitative research design, and methodologies.

The University of Waterloo is seeking to prioritize candidates with lived experience, specifically those who identify as a member of the four designated groups: candidates who identify as racialized, Indigenous, women, a person with a disability; as well as members of the LGBTQ2+ communit(ies).

### Nature and Scope

- **Contacts:** Reports to the Associate Vice President Indigenous Relations, works closely with other members of the Indigenous Relations 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 AVP Indigenous Relations 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 AVP Indigenous Relations with the deliverables related to the equity portfolio and providing functional guidance to support units and faculties related to embedding equity initiatives in their departments. The Associate Director of Indigenous Relations 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 of Indigenous Relations is expected to be self-directed in executing their responsibilities, under the guidance of the AVP Indigenous Relations. 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 of Indigenous Relations will make recommendations to the AVP Indigenous Relations 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