

Job Description

Job Title:	Indigenous Research Advisor
Department:	Office of Research
Reports To:	Senior Manager, Indigenous Research
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	December 2022

Primary Purpose

The University of Waterloo acknowledges that we live and work on the traditional territory of the Attawandaron, the Anishinaabeg, and the Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our work toward reconciliation takes place across our campuses through research, learning, teaching, and community-building, and is coordinated within our [Office of Indigenous Relations](#). Fundamental to our work is not just an acknowledgement of the land we occupy, but also a commitment to active decolonization and relationship-building on our campuses.

In the spirit of truth and reconciliation, the University of Waterloo acknowledges the historical and contemporary challenges Indigenous communities face with academic research, and the ongoing legacies of colonialism across the research enterprise. We are committed to advancing reconciliation and decolonization by shifting our focus to supporting research *with, by, and for* Indigenous communities in ways which emphasize reciprocity, relevance, responsibility, respect, and are grounded in relationship-building.

Working directly with the Senior Manager, Indigenous Research within the Inclusive Research Team in the Office of Research, the Indigenous Research Advisor is responsible for leading and sustaining the planning, implementation, and evaluation of a wide variety of multidisciplinary Indigenous research projects and strategic initiatives across the VP, Research and International portfolio, with a particular focus on supporting Indigenous researchers and advancing institutional change with respect to doing Indigenous Research in a culturally sensitive way. The Indigenous Research Advisor will deliver on multidisciplinary projects and priorities, reporting on milestones and key indicators. The Advisor conducts background research, develops reports, evaluates results, and acts as a liaison on Indigenous research priorities with internal and external stakeholders. As such, the Indigenous Research Advisor will play a key role in ensuring the strategic priorities and objectives related to the Inclusive Research Team in the Office of Research are aligned and met.

As part of its Impact Theme on Strengthening Sustainable and Diverse Communities, the University of Waterloo is committed to promoting and supporting Equity, Diversity, Inclusion and Indigenous Relations and a culture of equity, diversity, and inclusivity for all. Improving the representation, participation, and engagement of equity-deserving groups within our community is a key objective of Waterloo's Strategic Plan 2020-2025. The selection process for this position will follow the provisions for a special program as described by the Ontario Human Rights Commission in order to address the underrepresentation of Indigenous peoples and to increase specialized support for Indigenous faculty and staff within the research ecosystem

All qualified candidates are encouraged to apply; however, the University encourages applications

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from, and priority in selection will be given to, candidates who identify as First Nations (status or non-status), Inuit, or Métis with familiarity of the diversity of Indigenous peoples in Canada, a keen understanding of the historic and contemporary relationships of Indigenous and non-Indigenous peoples in Canada, and a strong knowledge of Indigenous research practices.

We ask each interested applicant to include a statement in their cover letter if they self-identify as First Nations, Métis, or Inuit with lived experience of Indigenous worldviews, cultures, and values, and maintain strong ties to an Indigenous community(ies).

Please note that our recruitment system has limitations: older versions of your résumé/cover letter will be overridden, and therefore, if you are applying to more than one job simultaneously, your self-identification will be available to all hiring managers.

This role is contingent on funding.

Key Accountabilities

Indigenous Research Support

- In collaboration with the Senior Manager, Indigenous Research, develop and implement action plans with a focus on facilitating and promoting equitable access and support for Indigenous researchers.
- Work closely with Indigenous researchers to support the advancement of their research agendas, including elements of research project management (e.g., applications, implementation, reporting/accountability requirements, etc.).
- Identify and advocate for the removal of structural and systemic barriers experienced by Indigenous researchers within the research ecosystem.
- Assist Indigenous faculty in stewarding research collaborations.
- Report on status of collaborations and new funding opportunities for Indigenous researchers.
- Increase the global awareness of the expertise of Indigenous researchers at the University of Waterloo.

Strategic Initiatives Implementation & Project Management

- Advance and execute the strategic direction set by the Senior Manager and Director based on an understanding of best practices in Indigenous research opportunities and requirements from funding agencies.
- Create project plans, deliverables, and milestones for monitoring strategic Indigenous research-related projects.
- Support the measurement and evaluation of project plans with a focus on the creation of an organizational dashboard for impact and effectiveness.
- Employ project management approaches to ensure that Indigenous research strategies, events, and initiatives are effectively and efficiently managed, including monitoring of information, logistics and progress, and reporting on project deliverables.
- Liaise with and coordinate actions with stakeholders for strategic projects to ensure roles are clear and actions are executed effectively.
- Develop key communications, reports, presentations, and other project documents as required.
- Monitor assigned project schedules and timelines, and account for timely completion of objectives and key results.
- Identify and manage risks associated with projects that might jeopardize the success of the methods and/or outcomes.

Indigenous Research Administration Practices

- Assess, recommend, and develop new strategies, initiatives, events, and training modules

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to improve Indigenous research principles expertise among the Office of Research Staff and Faculty at the University.

- Develop a set of metrics to track and evaluate the effectiveness of Indigenous Research initiatives and promote a culture of inclusion and cultural humility.
- Determine key indicators of success; manage internal and external reporting requirements
- Collect and analyze Indigenous research program data (including researcher experiences, standard practices across Turtle Island, current research, etc.) to make evidence-based recommendations.
- Review Indigenous research sections of research grants for alignment with sponsor guidelines/expectations, and with an eye to best practices in Indigenous research.
- Maintain a strong understanding of the literature and the legislative requirements of Indigenous Research frameworks (e.g., Indigenous Data Sovereignty principles) and conduct related research (e.g., literature reviews, needs assessments, data collection, and analysis).

- **Engagement and Relationship-Building** Work collaboratively with key stakeholders within the Office of Research and across the University, including the Office of Indigenous Relations, *Shatitsirótha*' the Waterloo Indigenous Student Centre (WISC), and the faculties.
- Engage with and contribute to the Indigenous employee community at the University of Waterloo.
- Collaborate and build partnerships with relevant stakeholders and faculties/units on campus, including: The Office of Indigenous Relations, The Equity, Diversity, Inclusion and Anti-Racism Office, the Faculty Association (including the Indigenous Priorities Action Committee), the Research, Equity, Diversity, and Inclusion (REDI) Council, the Library, AccessAbility Services, Human Resources, Organizational and Human Development, and others as determined.
- Build relationships with Indigenous Research Support teams and professionals across Turtle Island, with an eye to understanding and implementing evolving best practices in Indigenous Research Support.

Required Qualifications

**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.*

Education

- Completion of an undergraduate degree and either a graduate degree or equivalent related experience which provides strong knowledge of a research environment

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Experience

- Lived experience of Indigenous world views, cultures, and values, with strong ties to First Nations, Metis and/or Inuit communities is an asset
- Experience working with Indigenous faculty and senior administrators is an asset
- A minimum of 5 years of progressively responsible experience with strategic project management and proven ability to align work priorities and realize strategic goals
- A minimum of 2 years of experience in a role related to the implementation of reconciliation, Indigenous, or decolonization initiatives and/or equity, diversity, inclusion initiatives
- Experience working with members of a senior leadership team on organization-wide committees and engaging collaboratively with multiple stakeholders
- Experience in an academic research environment is an asset
- Experience in collating and analyzing qualitative and quantitative data and information to draft reports, provide briefing materials and recommendations to a range of audiences, including senior leadership

Knowledge/Skills/Abilities

- Knowledge of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local (including urban) First Nations, Métis, and Inuit peoples in a large, decentralized, and complex university or similar institution.
- Demonstrated knowledge of Indigenous Research practices and principles, culturally-sensitive partnership engagement methods, and ethics.
- Strong mediation and facilitation skills grounded in Indigenous practices.
- Demonstrated ability to:
 - Manage multiple concurrent projects with different groups.
 - Lead meetings effectively with internal and external stakeholders.
 - Work on confidential and sensitive matters with tact and discretion.
 - Provide effective workshop facilitation
 - Handle potentially emotionally charged and challenging situations.
 - Take a proactive approach in service delivery.
 - Communicate effectively with students, faculty, staff, senior administrators, and external partners.
- Exceptional communication (oral and written), interpersonal, relationship-building, customer service, negotiation, consultation, presentation, analytical, leadership and organizational skills
- Strong proficiency with a variety of computer software applications including word processing, spreadsheet management, and database management is required

Nature and Scope

- **Contacts:** Internally, the Indigenous Research Advisor is in regular contact with different units/positions within the VPRI, the Office of Indigenous Relations, and other Indigenous faculty and employees on campus. The Indigenous Research Advisor engages with faculty and staff to plan and implement Indigenous Research initiatives associated with the VPRI Strategic Plan, the President's Anti-Racism Taskforce recommendations within the VPRI portfolio, and the Inclusive Research Team's Strategic Plan. The Indigenous Research Advisor may act as a delegate for the Senior Manager on an as needed basis at internal meetings, events, conferences, and other initiatives as determined. Understanding the importance of relationship-building, the Advisor may also interact with other Indigenous Research Support teams and professionals across Turtle Island.
- **Level of Responsibility:** This position is responsible for managing day-to-day activities and the deliverables of Indigenous Research initiatives.
- **Decision-Making Authority:** Responsible for managing projects and escalating concerns to the Senior Manager, Indigenous Research as needed.
- **Physical and Sensory Demands:** Mostly office work with travel to different locations across campus, as well as conferences or events as needed. Ability to manage multiple and competing priorities in a changing environment with shifting priorities.
- **Working Environment:** Mainly office-based, could have to manage difficult conversations with internal stakeholders related to project deliverables.

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.