

Job Title:	Director, Indigenous Relations
Department:	Indigenous Relations
Reports To:	Associate Vice-President, Indigenous Relations
Jobs Reporting:	Associate Director, Indigenous Relations; Associate Director Indigenous Relations CEE
Salary Grade:	USG 13
Effective Date:	December 2022

Primary Purpose

Reporting to the Associate Vice-President, Indigenous Relations, this senior level position is primarily responsible for strategic leadership in the Indigenous Relations Office and will work with the entire university community to lead, articulate and effect change in support of Indigenous success through the development of guidelines, programs, and practices. The Director will oversee staff in the Indigenous Relations Office and promote a team environment of mutual respect. This role follows the Special Program provision under the Ontario Human Rights Code and is restricted to those with lived experience as Indigenous peoples.

Key Accountabilities

Strategic Initiatives, Project Planning, and Implementation

- Acknowledging the historical and current issues Indigenous communities face with academic institutions, the Director provides strategic direction to the University in support of commitments made to contribute to reconciliation by responding to the Truth and Reconciliation Commission's (TRC) Calls to Action.
- Leads development and oversees implementation of complex pan university initiatives to implement decolonization across the institution.
- Acts as the key liaison for the Indigenous Relations Office collaborating with the Provost's Office, President's Office, and senior leadership across Faculties and Academic Support Units.
- Provides direction for the implementation and measurement of the Indigenous Relations strategic plan.
- Maintains an expert understanding of best practices in working with, by and for Indigenous peoples in an academic context that emphasizes engaging in a good way.
- Provides expert counsel to senior leaders on Indigenous Relations as they relate to the Indigenous Relations strategic plan, cross-institutional priorities, and the University of Waterloo Strategic Plan.
- Develops an evaluation framework for the Indigenous Relations strategic plan, and for understanding progress towards ensuring current policies, practices and programs are aligned to best practice.

- Maintains a strong understanding of the current literature and the legal and legislative frameworks related to Indigenous Relations, such as Indigenous identity verification, and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis).

Collaboration, Engagement, and Training

- Identifies training opportunities for university leadership, faculty, staff and students and directs the development of Indigenous awareness education tailored to specific levels.
- Actively cultivates positive engagement with, by and for Indigenous peoples that emphasize respect and are in alignment with the engagement strategy set in collaboration with the AVP, Indigenous Relations.
- Independently adapts academic and non-academic literature on reconciliation to improve understanding of the role academic institutions play in implementing the Calls to Action.
- Reports on status of collaborations and new partnership opportunities with Indigenous communities, alongside Indigenous staff, students and faculty.
- Presents content and coordinates marketing and distribution of outreach activities.

Program Development and Partnerships

- Working closely with the AVP, Indigenous Relations, the Director brings a unique capacity to integrate and develop diverse elements of major campus-wide initiatives for strengthening the integrity of programs impacting Indigenous staff, faculty, students, and the broader campus community.
- The Director draws from a strong background in Indigenous principles, partnerships, and ethics to understand the impact and future directions of programs supporting initiatives with, by, and for Indigenous peoples as a focal point for action for reconciliation.
- Leads effective interactions between the senior leaders and Indigenous community partners, including fostering long-term relationships built on trust, respect, and mutual interest to lay the groundwork towards improving partnerships.
- Develops and executes an annual workplan for the office aligned to the Strategic Plan.
- Directs the development of online and print communications, including contributing to reports, spotlights, promotions, and other materials. Works with University Relations to strategize marketing and social media communications.

Resource Management

- Provides support to the AVP, Indigenous Relations in establishing and overseeing day-to-day priorities aligned to budget and human resources.
- Understands and oversees metrics collection, activity analysis and metrics-based outcome assessments of activities, including annual workplans.
- Provides direction to the Indigenous Relations team with a focus on fostering respect, collaboration, and leadership development.
- Acts as a key lead for the AVP, Indigenous Relations in co-designing initiatives with Indigenous stakeholders, including drafting program proposals, budget development and analysis.

**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
- Lived experience as an Indigenous person

Experience

- Minimum of 5-7 years of experience in leading and planning institution-wide multi-stakeholder initiatives.
- Significant knowledge of, and demonstrated commitment to, the advancement of Indigenous relations.
- Track record of demonstrably improving the Indigenous experience at a large, decentralized, and complex university or institution.
- Experience working with members of a senior leadership team working on organization-wide committees and collaboratively with multiple stakeholders.
- Experience, and demonstrated ability to build partnerships, collaborate and consult meaningfully with Indigenous peoples
- Experience with budget development, metrics tracking, and outcome analysis. A track record of successful and progressive improvement on metrics.
- A track record of successful contribution to funded research proposals.

Knowledge/Skills/Abilities

- Outstanding oral and written communication and interpersonal skills. Including excellent presentation skills and the ability to be an articulate advocate for the university in Indigenous Relations.
- 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 lead a team in engaging with community members on what can often be contentious or delicate issues.
- Advanced leadership, organizational, communication, oral and written, and project management skills.
- Ability to work on highly confidential and sensitive matters with tact and discretion, and to act as an example in these areas for a team.
- The ability to develop and implement a multi-faceted Indigenous awareness education training program.
- Emotionally mature and articulate
- Courteous with a positive attitude and good social skills.

Technical

- Advanced experience with Microsoft Office programs, SharePoint, Adobe Acrobat Professional, and/or other data content management systems, research design, and methodologies.
- **Contacts:** Works closely with senior leadership, Indigenous faculty, staff, students and campus stakeholders to develop strategic programs, projects, and initiatives. Works directly with the Associate-Vice President, Indigenous Relations, and oversees Indigenous Relations Office team. The Director acts as the lead delegate for the AVP, Indigenous Relations on an as-needed basis at meetings, events, and other initiatives, as determined. 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).
- **Level of Responsibility:** Working in collaboration with the AVP, Indigenous Relations, this position is responsible for developing and managing the effective execution of all accountabilities related to the Indigenous Relations portfolio. The Director provides strategic guidance to ASUs and Faculties related to embedding Indigenous Relations in their Units. The Director ensures the University of Waterloo takes an active role in addressing the ongoing legacies of colonialism. The successful candidate will oversee a growing team to develop and manage services and programs within a high-profile Indigenous Relations Office. This position necessarily entails a good understanding of the TRC's Calls to Action, Indigenous ways of knowing, Indigenous research principles and ethics, and the necessary technical, organizational, creative and interpersonal skills to achieve results in a team environment.
- **Decision-Making Authority:** The Director is expected to be a self-directed people-oriented leader focused on executing high level responsibilities under the direction of the AVP, Indigenous Relations. The Director initiates and maintains contact with senior leadership, staff, faculty and students. Provides well outlined opportunity analyses and recommended courses of action to the AVP, Indigenous Relations. The specialized role will require sound judgment, a high degree of tact, and advanced discretion in juggling and executing 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