

Job Description

Job Title:	Senior Manager, Indigenous Research
Department:	Office of Research
Reports To:	Director, Equity, Diversity, and Inclusion in Research, Internationalization and Commercialization
Jobs Reporting:	Indigenous Research Advisor(s)
Salary Grade:	USG 12
Effective Date:	July 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 centralized 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.

The Senior Manager, Indigenous Research develops and leads strategic priorities in the Office of the Vice-President, Research and International (VPRI) including relationship-building with Indigenous communities, supporting Indigenous faculty, and advancing Indigenous methodologies, pedagogies, research, and Ways of Knowing. The Senior Manager, Indigenous Research provides oversight for multidisciplinary projects and the Indigenous Research Team while reporting on strategic organizational deliverables and priorities. This role is integral to creating and supporting an environment that is committed to strengthening Indigenous research, community, education, and culture throughout the research ecosystem and across campus.

Key Accountabilities

Provides Indigenous Research Support Context and Leadership

- Provides context, advice, and guidance to the Director, EDI in Research, Commercialization and International and the Vice-President, Research and International.
- Works with senior leadership across the University of Waterloo, including Dean's Council, the Provost's Office, HR, Central Finance, the Library, CTE, and other units and offices to review and advance Indigenous Ways of Knowing, research themes, methodologies, and practices throughout the research ecosystem.

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- Supervises and oversees the workplans of Indigenous Research Advisor(s), including advancement of Indigenous Research Supports, implementation of Strategic Initiatives, review of Indigenous Research Administration Practices, and Community Engagement and Relationship-Building activities.

Leads Strategic Directions and Implementation of Indigenous Research Considerations

- Provides support and advice to Indigenous faculty members, including advocating for changes to processes and policies to alleviate barriers that may be experienced by Indigenous faculty within the research ecosystem.
- Leads and implements strategic communication and online resources to grow awareness and knowledge of Indigenous initiatives, issues, research methodologies, Ways of Knowing, and how to incorporate these considerations into the research process.
- Maintains a strong understanding of the literature and the legislative requirements of Indigenous Research strategic directions and frameworks (e.g., Indigenous Data Sovereignty principles) set by the Tri-Agencies and other granting bodies, and conducts related research.

Builds Engagement, Advice, and Advocacy Frameworks with Internal and External Indigenous Communities

- Works collaboratively with key stakeholders within the Office of Research and across the University, including the Office of Indigenous Relations, the *Shatitsirótha*' Waterloo Indigenous Student Centre, and faculties
- Collaborates with and advises relevant stakeholders and faculties/units on campus, including: The Office of Indigenous Relations, The Equity, Diversity, Inclusion and Anti-Racism (EDI-R) Office, the Faculty Association (including the Indigenous Priorities Action Committee), the Research, Equity, Diversity and Inclusion (REDI) Council, AccessAbility Services, the Library, Human Resources, the Provost's Office, Organizational and Human Development, and others as determined.
- Builds external relationships with First Nations, Métis, and Inuit communities, community organizations, leadership, and other post-secondary institutions including those in urban and rural areas to advance Indigenous knowledges and practices in the research ecosystem.

Leads, manages, motivates, and coaches staff on the Indigenous Research team

- Hires, manages, and deploys staff to productively meet Indigenous Research strategic goals and objectives
- Coaches, trains, and develops employee(s) to assure growth and development in a culturally sensitive way
- Conducts Annual Performance Plans with direct report(s), and ensures adherence to Annual Performance Planning and Review process within the department

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*

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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 a Master's degree in a relevant discipline or equivalent combination of experience which provides strong knowledge of a research environment

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
- 3 or more years working in a role related to the implementation of Indigenization, reconciliation, or decolonization initiatives and/or equity, diversity, inclusion initiatives
- 5 or more years of progressively responsible experience with strategic project management and proven ability to align work priorities and realize strategic goals
- Experience working with members of a senior leadership team on organization-wide committees and collaboratively with multiple stakeholders
- 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
- Experience in an academic research environment is an asset

Knowledge/Skills/Abilities

- Knowledge of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local (including rural and urban) First Nations, Métis and Inuit peoples in a large, decentralized and complex university or similar institution
- Significant knowledge of and demonstrated commitment to education/research with First Nations, Métis, or Inuit communities and an appreciation and respect for the diversity of Indigenous peoples
- Knowledge of Indigenous approaches to research, Indigenous worldviews, anti-oppressive and culturally responsive pedagogies, decolonization theories and practices, the Truth and Reconciliation Commission's Calls to Action, and the importance of relationality and community-building
- Strong understanding of the higher education context in Ontario
- Proven expertise in meeting and workshop facilitation and individual consultation, including mediation and facilitation skills, grounded in Indigenous practices

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- Intellectual acumen and approach that will facilitate credibility and foster trust and strong, productive working relationships
- Professional confidence and communication skills to effectively engage community members on what can be contentious or delicate issues
- Advanced interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including students, faculty, and staff members
- Ability to conduct research of superior quality on improving Indigenous relations at research intensive universities
- Excellent interpersonal and communication skills, both written and oral for the preparation of reports and making presentations
- Excellent organizational and project management skills
- Ability to work on confidential and sensitive matters with tact and discretion
- Ability to work independently or in a team setting, with diverse individuals
- Strong staff management skills
- Ability to communicate effectively and handle potentially emotionally charged situations

Nature and Scope

Contacts: Internally, the Senior Manager is in regular contact with the different units/positions within the VPRI, and the Office of Indigenous Relations, and other Indigenous faculty and employees on campus, including Senior Leadership across the institution. Works closely with the Vice-President, Research and International, and the Director, EDI in Research, internationalization, and Commercialization. The Senior Manager may act as a delegate for the Director, EDI in Research, Internationalization, and Commercialization on an as-needed basis at internal meetings, events, conferences, and other initiatives as determined. Understanding the importance of relationship-building, the Senior Manager will also interact with other Indigenous Research Support teams and professionals across Turtle Island, and will be responsible for considerable external contact with First Nations, Métis and Inuit peoples and related organizations and groups.

Level of Responsibility: Manages a department-wide function that is highly specialized. The incumbent works with minimal direct supervision.

Decision-Making Authority: Provides decision-making support to the Vice President, Research International (VPRI), Director, EDI in Research, Internationalization and Commercialization and AVPs on matters relevant to Indigenous initiatives within the VPRI portfolio.

Physical and Sensory Demands: Minimal demands typical of a position operating within an office environment.

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Working Environment: Works independently and collaboratively. Moderate psychological risk resulting from exposure to disagreeable, difficult, or uncomfortable situations. Regular working hours (35/wk) with flexibility to work evenings or weekends to facilitate specific initiatives. Occasional travel (local/overnight) may be required.