#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Director, Equity, Diversity & Inclusion

**Job Number:** X-434 | VIP: 1772

**Band:** EXEMPT- 10

**NOC:** 0112

**Department:** Office of Human Rights, Equity & Accessibility

**Supervisor Title:** Vice-President, Human Resources

**Last Reviewed:**  September 12, 2022

#### **Job Purpose:**

Reporting to the Vice-President, Human Resources, the Director Equity, Diversity and Inclusion is responsible for advancing diversity and inclusivity within the University community. The Director provides leadership in all areas of human rights, equity, and accessibility, including the development and implementation of policies, programs, and practices. This expert in the field will collaborate and lead the implementation of a university-wide EDI action plan and will provide expert advice and guidance to the University’s senior leadership with respect to existing and emerging human rights, equity and accessibility-related issues that may have significant ramifications with regard to the University's legal liability, its reputation, and its ability to attract and retain the highest quality faculty, students, and staff. The incumbent, who will have lived experience, plays a key role in outreach, advocacy, and education, building strong relationships both within Trent University and in the external community, to champion best practices and the development of collaborative initiatives.

#### Key Activities:

The Director is responsible for strategic planning for human rights, equity, and accessibility initiatives and for advancing these diversity and inclusion strategies, removing access barriers and improving the experience of students, faculty and staff at the University.

Responsibilities include:

1. The development and implementation of an EDI action plan, building on the work of Trent’s Anti-Racism Task Force, the Provost EDI Review and equity initiatives in the Office of Research.
2. The development, implementation, and audit of related policies, in consultation with relevant stakeholders, to ensure that the University meets its obligations and, wherever possible, meets best practice in all areas relating to equity, diversity and inclusion.
3. The collection, evaluation, and interpretation of equity, AODA and Human Rights monitoring data to improve the experience of University community members.
4. Advising Senior Administration on human rights, equity or accessibility legislation and associated good practice, ensuring this feeds into policy and process within the University.
5. Providing guidance to the Administration on remedial action on human rights/equity/accessibility matters.
6. Provide leadership to the Office of Human Rights, Equity and Accessibility, including oversight of strategic planning, programs, operations, human resources, budget planning, organizational planning, and financial management.
7. Oversees the management of all human rights complaints and functions as the University’s primary Human Rights and Equity Advisor, providing advice and investigating complaints, and providing guidance on resolution measures.
8. Provide appropriate and targeted education and training initiatives on human rights, equity and accessibility issues to students, staff, and faculty. Works closely with university departments to facilitate departmental specific training consistent with the University’s overall EDI strategy.
9. Work with groups of employees and/or students to explore particular issues or problems related to long-standing political, religious, and social issues in which there are inter-group conflicts, as well as issues related to social injustice directly related to human rights grounds.
10. Establish and maintain good working relationships with individuals across the organization who are instrumental in ensuring that equity is placed at the heart of the University.
11. Creates and leads, as necessary, University committees or subcommittee to ensure that human rights, accessibility, and equity issues are addressed.
12. Develops links with external organizations to enable the equity and diversity agenda to be advanced.

#### Education Required:

* Comprehensive knowledge which has been acquired through completion of a graduate and/or professional degree or equivalent in law, human rights, or related disciplines.
* An in-depth knowledge of the principles of administrative law, human rights, and University policies and procedures is imperative as is specialized training in ADR and conflict resolution methodologies, procedures, and practices.

#### Experience/Qualifications Required:

* 5-7 years in the position or similar or related roles are required.
* Must possess a comprehensive understanding and experience dealing with all forms of discrimination and harassment, anti-racism, gender, disability, and equity issues, including expertise to investigate, analyze and critically assess evidence regarding systemic and localized discrimination, harassment, barriers, and their impacts on individuals and the organization, and to ensure quality of investigations.
* Must have a demonstrated experience working across large organizational structures to influence positive change, including the ability to connect with and bridge communities.
* Experience translating senior-level vision into action.
* Ability to respond to sensitive and complex situations with sound judgement discretion and care.
* Demonstrated personal interest and commitment to improvement in the status of peoples, racialized persons, persons with disabilities, women and all other groups covered by human rights legislation.
* Familiarity with all aspects of the University's operations including but not limited to employment matters, student admissions, research, teaching, financial aid, and student and academic support services.
* Experience working with unions, students, and student associations, promoting a respectful work and learning environment.
* Sound management of people and projects, policy development and implementation, case management, and financial skills are coupled with an exceptional ability to work with a broad range of people to find common ground and to build consensus on complex and sensitive issues.