

 **Career Opportunity**

The Region of Waterloo is currently recruiting for a:

**Manager, Reconciliation, Equity, Diversity, and Inclusion**

Department: CAO

Division: CAO

Hours of Work: 35 hours per week

Location: Administration Headquarters, 150 Frederick Street, Kitchener

**Our Story:**

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving, and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect, and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

**Our Team:**

You will be key a member of a team that will lead the Region’s initiative on decolonization, anti-racism, reconciliation, equity, diversity, and inclusion within the community. The team will also lead the development of a corporate-wide Reconciliation, Equity, Diversity, and Inclusion framework aimed at eliminating systemic racism in the delivery of programs and services to the public and will work towards ensuring everyone has equal access to opportunities and empowerment through an inclusive, decolonized, anti-racist service culture. Specific emphasis will be placed on the TRC Calls to Action, UNDRIP, and MMIWG Reports.

**The Opportunity:**

Reporting to both the Director of Equity, Diversity, and Inclusion and the Director of Truth and Reconciliation, this exciting opportunity would be well suited for a transformational leader who is looking to be part of a dynamic team. You will get to manage the Region’s delivery and administration of Reconciliation, Equity, Diversity, and Inclusion (REDI) programs, projects, and initiatives with the community, and services provided to the community by departments across the organization. You will also manage a team responsible for implementing operational plans and reports on activities and outcomes that contribute to the Region’s commitments and strategic plans.

Based on frameworks and operational plans, you will take a lead role in the development and implementation of a sustained process to identify, disrupt, and eliminate systemic barriers and inequities, and advance decolonization, anti-oppression, anti-hate, anti-racism, and truth and reconciliation calls to action, by working alongside communities, organizations, and sectors.

**Apply Your Knowledge, Skills and Abilities:**

* You will supervise a team of project coordinators, communicators, researchers, and administrative staff.
* You will manage the implementation of operational plans, including monitoring, evaluating, and reporting on projects, initiatives, and program work including design and implementation of regular tracking and assessment of operational plans to monitor, evaluate, and take action to achieve measurable change and impact.
* You will develop priorities, goals, and metrics for area of responsibility, and manage approvals to finalize work processes, policies, procedures, and work plans, including advisory/consultation services, communications, and engagement plans.
* You will act as the centralized point of contact for departments across the organization as it relates to programs and available supports, assign work to and coordinate with REDI advisors and program staff to develop work plans, scope, and timelines.
* You will consult at defined project stages, including on complex issues and review communications and other materials with high public visibility or interest.
* You get to work alongside the community to facilitate community-led processes where actions are identified and implemented. This includes the Community Safety Wellbeing Plan framework to ensure a process where all voices and experiences are heard.
* You will continue to establish and maintain strong, collaborative, trust-based relationships with community leaders, groups, and organizations serving Indigenous, African, Caribbean, Black, racialized, 2SLGBTQ+, and other diverse communities to continue building opportunities to engage and partner.
* You will get to work on accountability mechanisms to ensure trends adversely impacting various communities are addressed through collaborative processes that build trust with external stakeholders and partners into issues and support developing shared, grassroots, community-informed solutions and ensure all stakeholders are brought along, involved, and engaged in processes to support operational plans.
* You will promote, facilitate, and support the application of evidence-informed decision-making and best practices in the implementation of operational plans.
* You will manage the administration and tracking of funding agreements, including monitoring and reporting of funds allocated to support initiatives (For example, the Upstream Fund, ), coordinate the development of agreements with Finance and Legal, and participate in renewing agreements.
* You will write and oversee the preparation of reports, presentations to Council, and communications to various internal and external stakeholders and partners, prepare summaries and data to demonstrate accountability and outcomes of program work with the organization’s strategic plan, corporate initiatives, and program frameworks.
* You will maintain relationships with sector leaders in education, health care, and other areas, and with funding partners.

**Apply Your Experience at the Region of Waterloo**

* Knowledge and skills are normally acquired through a post-secondary degree in a relevant professional discipline (e.g., sociology, social work, equity studies, human rights), or an equivalent combination of education and/or related experience that may include knowledge gained from learning from Elders, Indigenous knowledge keepers, and community members.
* Knowledge of social and community development models, strategies, and processes; collective impact theory and practice; equity, inclusion, anti-oppression, anti-racism, community mobilization, and empowerment frameworks, program evaluation, statistical applications, and research and planning methodologies.
* Knowledge of the local and broader Indigenous community(s) in matters relating to culture, protocol, governance, and ways of knowing and being.
* Progressively responsible related experience in program management, including monitoring, tracking, and reporting work activities and metrics, and financial and staffing administration.
* Experience managing and leading projects to completion.
* Experience and skill working in inter-sectoral linkages, and in people-centred community development with diverse Indigenous, African, Caribbean and Black, racialized communities.
* Brings a lived experience through personal understanding of the realities and concerns of priority communities and groups, such as Indigenous, African, Caribbean and Black, racialized, persons with disabilities, and/or member of the 2SLGBTQ+ or other under-represented community.
* Experience and deep understanding of anti-oppression and how to apply this lens across settings and situations. Knowledge and skill using equitable approaches across systems. Ability to apply an anti-racist, anti-oppressive, and decolonization lens to program processes and practices to address inequities and systemic barriers to access and identify best practices in municipal governance and community engagement.
* Political acuity and problem-solving skills with the ability to take a broad view of issues, events, and activities and understand and problem-solve their immediate and longer-term impacts and wider implications.
* Strategic, analytical, conceptual thinking, and continuous improvement skills to develop and implement proactive plans and frameworks to align with the strategic vision; analyze data and identify areas for interventions/improvements; and keep knowledge current.
* Understanding of the Region’s departments, organizational and decision-making structure, regulations governing its operations, staff, history, community perceptions, and media relationships.
* Human relations, facilitation, mediation, and conflict resolution skills, with acumen in relationship-building, and organizing, preparing, and delivering communications for diverse audiences. Ability to manage challenging conversations with stakeholders, and provide leadership though consultation, negotiation, and collaboration. Ability to participate as an effective team member.
* Leadership skills to supervise, train, develop, support, and motivate staff.
* Demonstrated understanding of equity, anti-racism, anti-Black racism, anti-oppression, anti-colonialism frameworks, the impact of discrimination on communities, historical and contemporary issues faced by Indigenous communities in Canada, and the role of intersectionality in experiences.
* Demonstrated understanding of the impact of intersectionality and social determinants of health (SDOH) on health and wellness.
* Awareness of contemporary and emerging trends in social justice locally, nationally, and internationally.
* Ability to work in a fast-paced multi-issue environment, serving a wide range of internal and external interests.
* Ability to read and interpret policies, procedures, statistical information, contracts, proposals, and reports. Ability to write reports, communications, media releases, funding proposals, and promotional materials for varied audiences.
* Knowledge of and ability to comply with policies, procedures, collective agreements, and related legislation (e.g., Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, health and safety, employment standards).
* Computer skills with ability to use software such as Microsoft Office.
* Ability to travel within and outside Waterloo Region.
* Ability to adjust hours to include evenings and weekends to accommodate stakeholder schedules.
* Ability to support and demonstrate the Region’s values.

**Additional Information:**

Consideration will be given to candidates who are not fully qualified when no fully qualified applicants can be identified.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal-opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. The Region of Waterloo is committed to providing accommodation throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.