
Non Union

Job Title:	Manager Diversity, Equity Inclusion and Indigenous Relations	# Required:	1
Job Opening Id:	33160	Division:	Corporate Strategy & Innovation
Business Unit:	Corporate Administration	Standard Hours:	35.00 / week
Location:	Thorold, Ontario	Regular/Temporary:	Regular
Full/Part Time:	Full-Time	Salary Range:	\$ 97,850 - \$ 115,120
Salary Grade:	8	Close Date:	2022-08-12
Post Date:	2022-07-22		

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

Job Summary

Salary under review

Reporting to the Director of Corporate Strategy and Innovation, the Manager Diversity, Equity, Inclusion and Indigenous Relations is responsible for the development and the implementation of the Region's Diversity, Equity, Inclusion and Indigenous Relations (DEIIR) strategy, programs, policies and processes ensuring alignment with the strategic objective of the organization as well as the organization's people strategy. This role drives DEIIR results in the organization by raising awareness, providing education, and driving action and meaningful change through continuous improvement. Provides leadership of the DEIIR function to various advisory committees to embed DEIIR within the fabric of corporate culture. The role also ensures that DEIIR programs and initiatives are practical, effective, and adhere to policies, best practices, legislation and Collective Bargaining Agreements while challenging the Region to grow, evolve, improve and eventually lead in Diversity, Equity, Inclusion and Indigenous Relations.

Education

- A bachelor's degree in Diversity and Inclusion, Sociology, Social Sciences, Business/Public Administration or relevant field of study.

- Master's degree and/or additional certification in diversity, equity, inclusion, and/or human rights is preferred.
- An equivalent combination of education, professional and community experience may be considered.

Knowledge

- Minimum 8 years' experience researching, developing, managing and implementing diversity, equity and inclusion and/or human rights programs and strategies preferably in the public sector.
- Minimum 3 years' experience leading and developing staff.
- Experience working collaboratively with diverse communities, groups and organizations with knowledge, experience and commitment to equal access, equity and diversity.
- Knowledge of community partners and programs related to issues of diversity, equity, inclusion and/or human rights.
- Ability to interpret legislation such as the Employment Standards Act and Occupational Health & Safety Act, with a strong understanding of the Accessibility for Ontarians with Disabilities Act, Ontario's Human Rights Code, Canadian Charter of Rights and Freedoms, and related legislation.
- Experience handling sensitive, emotional, or political issues with tact and good judgement.
- Knowledge of project and change management techniques/tools/software and stakeholder engagement and consultation principles and techniques is preferred.

Responsibilities

Manages the development, maintenance and implementation of the Diversity, Equity, and Inclusion Action Plan: (30% of time)

- Leads the ongoing needs assessment of diversity, equity, inclusion and Indigenous relation issues at the Niagara Region, from a community perspective, and an internal workplace perspective, identifying current activities, gaps, and areas of opportunity.
- Coordinates and oversees the collection of data on internal activities, research and documentation of activities in the community, and consultations with community members as well as internal staff groups.
- Manages and reviews environmental scans for diversity, equity, inclusion and Indigenous relations best practices across other municipalities and organizations within Canada and Internationally.
- Consults and liaises with diversity, equity and inclusion practitioners, and identify external resources that would be beneficial to the Region.
- Develops and update resources and tools (e.g. an Equity Lens) to assist divisions in setting and achieving accessibility, equity, diversity and human rights related goals and benchmarks and developing methodologies for measuring related outcomes
- Provides guidance for strategic issues management embedding diversity, access and equity.
- Reviews, summarizes, and synthesizes themes and/or key messages from reports, documents, stakeholder input and audio-visual materials as appropriate
- Ensures corporate strategic and service planning processes effectively address diversity, access and equity issues.
- Identifies and pursues opportunities for partnership and funding

Develops Internal and External Stakeholder Relationships: (20% of time)

- Establishes and maintains a wide range of mutually beneficial relationships and partnerships with respect to Diversity, Equity, Inclusion and Indigenous relations
- Builds internal and external networks, alliances and relationships that enhance buy-in, integration and sustainability of Diversity, Equity, and Inclusion
- Establishes and supports partnership with the academic community to advance research and analyze data to support planning, attract funding and generate interest in Diversity, Equity, and Inclusion.
- Participates in relevant internal and external strategic committees, working groups, or networks
- Enhances and/or maintains relationships with the 12 local area municipalities, other regional departments and community agencies.
- Provides leadership and staff support for various advisory committees and working group such as Diversity, Equity and Inclusion Advisory Committee, Women's Advisory Committee, Race Relations working group and the 2SLGBTQIA+ working group.

Project Management and Regular Reporting: (20% of time)

- Leads all project management functions, including; leading and facilitating meetings, internal and external communication, developing work plans and organizing stakeholder engagement to support the internal and externally-linked governance structures
- Ensures internal coordination of departments and resources
- Prepares and reviews reports, presentations and communication as needed
- Identifies measures to assess the effectiveness and success of the implementation of the Diversity, Equity, and Inclusion Action Plan

Communication and Education Sharing: (10% of time)

- Delivers presentations to Council, committees, community organizations and others on Diversity, Equity, and Inclusion.
- Supports the development of education and communication strategies to increase awareness of Diversity, Equity, Inclusion and Indigenous Relations issues in Niagara through various focus groups and working tables including working with the local area municipalities.
- Develops and implements effective education, communication and change management strategies in order to create awareness and commitment to equity related programs and objectives for the Niagara Region.

Develops, manages, and administers annual Operating budget for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. Ensure goods and services are acquired in accordance with the procurement policy. Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures. (10% of time)

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (10% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.

- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures;

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application to [Job ID33160](#) no later 11:59 p.m. on August 12, 2022 by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.