Training, Education and Policy Officer

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Training, Education and Policy Officer

Diversity and Human Rights

Temporary full-time from March 1, 2021 to February 28, 2023
Hiring #: 2021-0054

Please read the Application Instructions [1] before applying

The Office of Diversity and Human Rights (DHR) requires an experienced professional to develop initiatives that expand the DHR’s presence on the University of Guelph’s campus and to assist in reaching an increasingly diverse community, as well as to lead the development and implementation of proactive diversity, equity, inclusion, anti-oppression, and anti-racism initiatives. The Officer will develop, support and guide the University's education efforts relating to diversity, human rights, equity, inclusion, anti-oppression and anti-racism. In collaboration with DHR and senior University leadership, the incumbent develops, implements, and manages the delivery of customized training and educational outreach programs for student, staff, and faculty participants designed to promote cultural understanding and competency and embed an anti-racism and equity lens across the institution, while meeting the University's goals towards fostering connected communities, as well as its legislated responsibilities. The Officer will also develop, support, update and guide the University’s establishment and implementation of equity, diversity and inclusion policies, processes and frameworks. Key responsibilities include providing expert advice and guidance in support of strengthening equity, diversity and inclusion (EDI) matters related to research, hiring, developing and implementing strategic policies, practices and action plans to ensure that the University meets equity and diversity goals. The Officer will also assist staff, faculty and students in integrating EDI into processes, policies, and action plans.

The Officer is responsible for collaborating with key stakeholders, including but not limited to team members, external consultants, and community members to understand the learning needs, to recommend solutions and implement the appropriate delivery systems and policy development. They will be responsible for the development, implementation, and delivery of strategic training initiatives and activities towards creating and maintaining an inclusive, accessible, and safe environment for students, faculty, staff, and visitors.

The incumbent will assess needs, develop, manage and lead key learning and learning technology programs and projects for DHR. The incumbent will effectively promote a culture of inclusion, allyship, anti-oppression, learning and engagement across the University, including but not limited to developing content for publications, online modules, websites, social media and event communications. The incumbent will develop and maintain relationships with multiple stakeholders including faculty, students and student groups, managers, DHR team members, external vendors and University of Guelph unions and employee groups.

In order to be successful in this role, the Incumbent is required to have:

- A Master’s Degree in sociology, law, critical theory, cultural studies, social anthropology, public administration, human resource management or another related field, coupled with a minimum of least 5 years of progressive experience working in a cultural engagement, equity and inclusion function. An equivalent combination of education and experience may be considered.
- They must have a high cultural competency and the ability to train others to become more culturally competent. Possess the necessary strategic thinking, planning and implementation skills as well as significant practical teaching, coaching, mentoring experience.
- The incumbent is an experienced professional, passionate about driving and developing diversity and
inclusion strategies, policies, and learning programs.
- The incumbent has the ability to think strategically and innovatively with experience in developing equity policies and strategic planning and generating innovative ideas for the development of policies, procedures and resources on campus that encourage inclusion and diversity.
- The incumbent should have experience delivering innovative education programs related to equity, anti-racism, and anti-oppression from an intersectional lens.
- The incumbent will have substantial knowledge of and practical experience working with differentiated instruction frameworks for adult learners as well as expertise in curriculum/course/lesson plan design.
- The incumbent can effectively communicate with individuals who may be distressed or emotionally distraught, or who may face other challenges and has the ability to collaborate amongst diverse groups.
- A strong aptitude in written and verbal and non-verbal communication is essential to this role as well as an understanding of research methodologies and critical thinking.
- Intermediate to advanced level MS word, Excel and PowerPoint is also required

This appointment is regularly performed on- campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations

Classification P05

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 01 29
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