The Director, Equity, Diversity & Inclusion (Staff) develops and facilitates best practices and programs and services in the area of equity, diversity and inclusion and oversees compliance with applicable policies and legislation for staff at the University. The Director has responsibility to provide advice and support to University management on matters of policy interpretation and practice concerning diversity, accessibility, equity and inclusion for staff, and to ensure that the principles of equity, diversity and inclusion are embedded into all people practices. As a member of the University’s broadly constituted equity team, the Director works collaboratively to provide comprehensive education and awareness training for members of the University community.

**DUTIES AND RESPONSIBILITIES**

1. **Develop, implement and sustain strategic best practices in equity, diversity, and inclusion by**
   - leading the development of a multi-pronged Diversity and Inclusion strategy that supports a learning organization with a high-performing culture and diverse and inclusive workforce
   - working closely with Human Resources (HR) staff to design and develop strategies that support a culture of engagement where all staff are valued and included for their diversity and are treated fairly and equitably
   - reviewing workforce planning, organizational design, recruitment and selection, promotion, and learning and development processes to identify systemic barriers and introducing strategies to remove them
   - creating reports, collecting data and collating and distributing information and reports for the purposes of reporting out on key HR performance measures and in accordance with the Federal Contractor Reporting Program
   - developing outreach programs for underrepresented groups to ensure equal access to employment, and training and development opportunities
   - support HR Advisors in diagnosing Inclusion and Diversity related issues, recommending potential solutions and executing organizational interventions
   - ensuring that individuals have access to employment, training, and support based upon abilities and qualifications and are not denied access on the basis of protected grounds

2. **Coordinate all staff related bullying and harassment complaints by**
   - triaging complaints to prioritize and reassign or involve other service departments such as Human Rights and the Sexual Violence Support & Prevention Office
   - providing conflict resolution support to affected parties and collaborating as needed with other departments and stakeholder groups such as union representatives, Faculty Relations, and other Human Resources staff
   - overseeing the selection and management of contracts for external service providers and managing and evaluating the service providers
   - working collaboratively with Safety & Risk Services to prepare formal reporting to WorkSafeBC on bullying and harassment complaints
   - forwarding recommendations and analysis of complaints to the AVP, Human Resources for final decision as required
   - providing consultation and advice to managers and staff on individual workplace conflicts and complaints of bullying and harassment, including providing support on conflict resolution and conducting investigations when needed.
3. Develop and maintain a process for and conduct confidential exit interviews for all departing staff by
   - identifying criteria and method for notification of departing employees
   - developing and implementing a consistent and impartial interview process
   - collating data for reporting out on summarized reasons for departures to senior leadership and to integrate with other Human Resources programs for the purposes of developing retention strategies

4. Coordinate all requests for disability accommodation by
   - approving employment accommodations as recommended by the Manager, Wellness and the Human Rights Office to ensure compliance with legal responsibilities and the principles of inclusion and to ensure consistent application of accommodations

5. Develops, delivers, and coordinates awareness education on diversity and inclusion topics by
   - offering in person or online sessions on a various diversity topics such as cultural, gender identity, aboriginal, disability awareness
   - integrating diversity and inclusion content into orientation and training for managers and employees
   - facilitating dialogue on various issues
   - conducting focus groups
   - providing training and education on equity, diversity, and inclusion as part of SFU’s Learning & Development program
   - guiding and supporting the executive team and Human Resources on diversity and inclusion

IMPACT OF DECISION MAKING

The Director, Equity, Diversity & Inclusion is responsible for
   - determining when and how to implement and deliver awareness education
   - recommending strategies and initiatives to address systemic equity, diversity and inclusion issues
   - determining how to identify, collect and report on reasons for employee departures
   - determining how to resolve and when to escalate bullying and harassment complaints
   - identifying, measuring and reporting equity, diversity and inclusion barriers in all ‘people’ practices

RELATIONSHIPS

Maintains effective communication and forms alliances across the University and externally with recognized leading experts and seeks referrals from others with relevant expertise and influence. Shares information and readily determines who to go to for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

Supervisory
As a member of the HR Leadership team provides guidance, mentorship, and coaching to HR staff and to those across the organization by virtue of bestowing expertise and by leading, facilitating or participating on projects and committees.
QUALIFICATIONS

Bachelor’s degree in Human Resource Management or a relevant discipline including courses in conflict resolution and five years of related experience in a large public sector organization developing and implementing diversity and inclusion initiatives including diversity reporting, conflict resolution, working with applicable legislation governing employment equity and the BC Human Rights Code.

- Excellent interpersonal and communication skills
- Excellent knowledge of conflict resolution
- Excellent project management, strategic planning, and organizational development skills
- Excellent knowledge of the Federal Contractor Reporting Program
- Working knowledge of the BC Human Rights Code
- Excellent analytical and problem solving skills
- Ability to create safe space within diverse groups
- Ability to establish priorities and meet deadlines
- Ability to work collaboratively as a member of a team
- Ability to continually analyze and evaluate processes and programs to create innovative and strategic improvements
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization
- Ability to design and facilitate focus groups