POSITION SUMMARY

The Director, Equity, Diversity & Inclusion (Faculty) develops and facilitates best practices and programs and services in the area of equity, diversity and inclusion and oversees compliance with applicable policies, the SFUFA collective agreement, and legislation for faculty at the University. The Director works closely with the Special Advisor to the Provost (Equity and Diversity) to foster an inclusive, diverse, and respectful environment for faculty. The Director will act as a central resource, providing advice and support, and will develop and deliver programming concerning diversity, equity, and inclusion for faculty. The Director delivers education, training, and advice to Deans, Chairs and faculty committees (selection/hiring committees, Tenure and Promotion Committees, and others) on matters of equity, diversity, and inclusion and will work to resolve conflicts in these areas. 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
   - assisting academic units to develop equity and diversity plans and combining and summarizing them and other relevant data for annual accountability and reporting purposes
   - monitoring best practices, programs and services and keeping abreast of employment equity and diversity issues in the post-secondary education and greater public sectors
   - 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 in conjunction with the Special Advisor to the Provost to implement recommendations from equity reports and committees
   - working with the Executive Director and Director, Faculty Relations to put in place systems to monitor salaries for equity considerations
   - developing reporting mechanisms to ensure accountability to constituent groups
   - developing strategies collaboratively with stakeholders (including academic units, Human Resources, and other stakeholders) that support a culture of engagement where all faculty are valued and included for their diversity and are treated fairly and equitably
   - developing outreach programs for underrepresented groups to ensure training and development opportunities
   - support Faculty Relations 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 faculty related bullying and harassment complaints and diversity and equity issues 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, Human Resources and other Faculty Relations staff
   - working collaboratively with Safety & Risk Services to prepare formal reporting to WorkSafeBC on bullying and harassment complaints
   - providing consultation and advice to faculty on individual workplace conflicts and complaints of bullying and harassment, including providing support on conflict resolution and conducting investigations when needed
   - conducting exit interviews for academic staff resigning or retiring, developing and maintaining an impartial interview process
3. **Design, develops, delivers, and promote 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 faculty
   - evaluating existing programs and conducting on-going needs assessments
   - facilitating dialogue on various issues
   - collaborating with broader campus community on education and training initiatives
   - guiding and supporting faculty on diversity and inclusion
   - assisting with other training initiatives as required (New Chairs, Retirement, Mid-career)

**IMPACT OF DECISION MAKING**

The Director, Equity, Diversity & Inclusion (Faculty) 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 faculty departures
   - determining how to resolve and when to escalate bullying and harassment complaints
   - identifying, measuring and reporting equity, diversity and inclusion barriers

**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**

Provides guidance, mentorship, and coaching to Faculty Relations staff and to Academic leaders 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

Initial Effective Date: September 11, 2017
Latest Revision Date: