

## CITY OF HAMILTON

### CITY MANAGER'S OFFICE (HUMAN RESOURCES DIVISION)

#### DIVERSITY AND INCLUSION FACILITATOR

##### Summary of Duties

Reporting to the Supervisor, Diversity and Inclusion, the position delivers training programs to new and existing staff throughout the organization. This training includes a variety of Human Rights elements including, but not limited to, topics related to protected grounds including gender identity and gender expression.

Duties include facilitating training sessions, collecting feedback on sessions for the purpose of continuous improvement, scheduling training, booking facilities and equipment as required, data entry on participant completion and related report generation and communications to supervisors, managers, etc. with regards to same.

Perform other duties as assigned that are directly related to the major responsibilities of the job.

##### Responsibilities

Plan, schedule, and coordinate training activities for employees across the organization as it relates to Human Rights, AODA, Transgender Protocol and other training initiatives.

Ensure accurate record keeping and document entry and control to maintain timely recording and reporting of training activities.

Deliver training content in a highly professional and participatory manner appropriate for a wide variety of learning styles and experiences. Willing to share lived experiences as appropriate to enhance learning experiences.

Provides input and feedback from both a participant and facilitator perspective on training experiences in an effort to continuously improve the training delivery model.

Ensures all training feedback and related training statistics are recorded and summarized on a quarterly basis.

Ensure all necessary logistics are planned and implemented to support the training programs.

Deliver an average of four to five training sessions per week.

Work flexible/extended hours to provide service to user groups with staff on afternoon, weekend, or night shift. Travel to various City facilities may be required.

Other duties as assigned or requested.

##### QUALIFICATIONS

1. Bachelor's degree from an accredited post-secondary institution in a relevant professional discipline combined with demonstrated experience in adult education learning and teaching methods.
2. Demonstrated superior knowledge of human rights legislation.
3. Strong knowledge of City of Hamilton policies and procedures particularly as they relate to Human Rights, Harassment, Discrimination, Personal Harassment, and Transgender Protocol.
4. Certification and/or experience in utilizing adult learning techniques.
5. Excellent facilitation skills including stakeholder engagement, conflict resolution and negotiation.
6. Strong working knowledge of the Ontario Human Rights Code, Ontario Occupational Health and Safety Act and related legislation.
7. Superior proven communication skills, both oral and written to deal tactfully with staff, external agencies and the general public.
8. Superior computer skills with Microsoft Word, Excel, Outlook, and PowerPoint applications. Ability to create complex spreadsheets linking data from multiple spreadsheets to create high quality charts and graphs. Ability to produce professional PowerPoint presentations complete with video and animation.
9. Good organizational abilities including the ability to maintain accurate, and accessible training records in accordance with organizational requirements.
10. Must have alignment with the City's values and be able to work independently as well as within a team setting.
11. Demonstrated ability to work in an interdisciplinary setting with a variety of management levels and stakeholders.
12. Candidates who self-identify as LGBTQ2S are invited to apply. Preferential consideration will be given to qualified candidates that self-identify as non-binary, trans, gender non-conforming, or two spirit. Candidates from these groups are strongly encouraged to voluntarily self-identify in their cover letter, in a transparent manner, as part of the application process.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY  
POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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