

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION –TALENT AND DIVERSITY– LOCATION – 120 KING ST. W., 9th FLOOR)

MANAGER, DIVERSITY & INCLUSION

SUMMARY OF DUTIES

Reporting to the Director, Talent and Diversity, the Manager, Diversity and Inclusion has overall responsibility for the supervision of the Human Rights, Diversity and Inclusion staff. This includes responsibility for the overall coordination and adherence to all related Human Rights, Diversity and Inclusion, and Accessibility for Ontarians with Disabilities Act (AODA) policies, procedures and related legislation.

Ensures the delivery of expert and knowledgeable advice to management, staff and Council with respect to human rights administration as well as the integration of equity, diversity, inclusion, accessibility principles, and policy outcomes in accordance with the City's vision, values, goals and Diversity and Inclusion Strategic Plan. Responsible for the supervision and ongoing development of Human Rights education and consultations and overseeing all complaint investigations including those made to the Ontario Human Rights Tribunal.

Recommends policies and initiatives for the City to meet its strategic goals and objectives. Responsible for the overall performance of the Diversity and Inclusion mandate, and for the implementation, monitoring, and evaluation of the Ontarians with Disabilities Act (ODA) 2001, AODA (2005) and the Equity and Inclusion Policy. Evaluates and reports on corporate and legislative compliance.

GENERAL DUTIES

Accountable to the Director, Talent and Diversity, for ensuring that all Human Rights and Diversity and Inclusion policies, programs and services are delivered in accordance with City and Provincial guidelines in the most effective and efficient manner.

Provides advice and guidance to the Director, Talent and Diversity, and all other stakeholders, including City Council, on the development and implementation of human rights related policies, procedures and obligations. This is accomplished by proactive systemic intervention, education and effective complaint investigation and resolution systems. Educates and supports senior management with regards to organizational responsibility and liability in the areas of harassment, discrimination and human rights. Directs staff liaison support for eight (8) Volunteer Advisory Committees and related events.

Advises City Council, management, staff and the public on regulatory requirements of AODA (2005) legislation. Ensures compliance with provincial and federal statutes, regulations and standards and municipal by-laws and policies related to access, equity, diversity and inclusion.

Provides ongoing leadership by using effective management techniques and implementing organizational change management approaches and initiatives. Works closely with directors and managers of City departments and other internal and external stakeholders to lead the implementation and monitoring of the Equity and Inclusion Policy and the AODA (2005) Legislation.

Ensures compliance in accordance with the City's policies and procedures on harassment and discrimination prevention, including issues related to employment accommodation and Section 32 of the *Occupational Health and Safety Act*.

Oversees preparation for Employer response for all Applications made to the Human Rights Tribunal of Ontario, which includes selecting the appropriate legal counsel, working with legal counsel to determine the City's strategy and appropriate response, and attending Tribunal Hearings/Mediations on behalf of the City.

Responsible for proper reporting of emerging trends and ensures proper monitoring and interpretation of local data relevant to marginalized groups and underserved communities to assist departmental staff with identification and elimination of systemic barriers, priority setting, tools development, program implementation and evaluation. Responsible for the management and communication of applicable statistical reports and data analysis of related cases handled on an annual basis.

Ensures adequate assessment and proper delivery arising from identified training needs, including the development and/or education on human rights as well as access and equity issues.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Undergraduate or Graduate Degree in equity and diversity studies, human resources management, organizational change or social sciences or other related field or an equivalent combination of education and progressively responsible and relevant experience at a senior level.
2. Post-secondary training in mediation, dispute resolution, human rights, equity and accessibility.
3. Proven experience managing and developing a high performing multidisciplinary professional team with expertise in relevant areas including equity, diversity, inclusion human rights, accessibility, and research analysis.
4. Extensive knowledge of current issues and best practices related to human rights, diversity, employment equity, inclusion and cultural competence including but not limited to the Ontario Human Rights Code and related legislations, statutes, standards, Charter of Rights and Freedoms, MFIPPA, AODA (2005), Health and Safety legislation, Employment Standards Act, etc.
5. Proven leadership and relationship management skills with an emphasis on the ability to influence and build collaborative relationships across a broad spectrum of internal and external stakeholders Sound knowledge of change management and cultural transformation approaches; and demonstrated experience to lead change within a complex environment and manage diverse stakeholders needs and interests.
6. Demonstrated strategic, lateral and conceptual thinker with strong analytic and planning skills with the ability to operate as a fully accountable leader who can effectively articulate a vision, implement and execute with measurable results.
7. Excellent verbal, written, and interpersonal skills.
8. Working knowledge of software programs such as Word and Excel.

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

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