

CITY OF HAMILTON

CITY MANAGER'S OFFICE
(HUMAN RESOURCES DIVISION – TALENT AND DIVERSITY - LOCATION - 100 KING ST. W., 10th
FLOOR)

SENIOR PROJECT MANAGER, EQUITY, DIVERSITY AND INCLUSION

SUMMARY OF DUTIES

Reporting to the Director, Talent and Diversity, the Senior Project Manager, Equity, Diversity and Inclusion (SR PM EDI), will lead the implementation of the City of Hamilton's EDI Roadmap and the EDI Training and Education Strategy.

The SPM EDI has an in-depth knowledge of the history, institutions, policies, and culture that have shaped and impacted the lives and experiences of equity seeking individuals and groups. The SR PM EDI functions as a subject matter expert, providing expertise and advice and assists senior leaders and managers to promote accountabilities for measurable outcomes to attract, develop, retain and promote employees from diverse backgrounds and foster a culture and attitude in support of equity, diversity, and inclusion in our workplace.

Key deliverables include:

- Equitable Leadership and Cultural Assessment Survey Results
- Employment Equity Annual Report
- New Hire and Applicant Voluntary Demographic Data Analysis
- Retention and Promotion Data Analysis

GENERAL DUTIES

Leads and manages the EDI Roadmap and the EDI Training and Education Strategy.

Develops and manages all aspects of Procurement related to the EDI Strategy, including the submission of Requests for Proposal and Evaluation Criteria, collaborating with the successful consultants, and ensure the key deliverable milestones are achieved in a timely and cost-effective manner.

Perform key project management functions such as coordinating, organizing, monitoring, and controlling project components, project planning, activity planning, risk management, stakeholder engagement, progress reporting and program evaluation components.

Provides staff support for the City's EDI Steering Committee.

Provides leadership and supervision to EDI team members including an EDI Business Partner, Training Coordinator and administrative support, as required.

Research, liaise and maintain relationships with internal and external stakeholders throughout the City.

Track and maintain all Council recommendations and motions relating to the City of Hamilton's EDI Roadmap and Implementation Plan and the EDI Training and Education Strategy to ensure a timely response.

Contribute research and policy contents to bolster staff reports, and be comfortable to provide feedback, answer questions or expand on any research findings as required to support staff presentations at Council.

Writes staff reports to Council and Senior Management Team on the EDI Roadmap and Strategic Plan Implementation and progress. Writes professionally as a researcher or project manager on key research or project initiatives.

Work independently on multiple priorities and ensure deadlines are adhered to and established procedures are followed.

Meets regularly with counterparts from other Ontario municipal and provincial governments conducting similar strategies to maintain up to date information on EDI best practices.

Monitors and documents key project issues, challenges and opportunities, and escalates issues to the Director and senior leadership as required.

Establishes relationships and collaborates with City departments in relation to the strategy and keeps senior management team and staff informed about project development and process.

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

QUALIFICATIONS

1. A University degree or College Diploma in social sciences, project management, public policy, human services. Business administration, or a related discipline with equivalent combination of education and related work experience.
2. Minimum five (5) years of demonstrated relevant work experience.
3. Experience in leading, influencing and implementing strategic EDI initiatives, and programs for an organization in the public, private, or not for profit sector, including group process and meeting facilitation experience.
4. Experience in project management, policy analysis and program development, including proven research and program evaluation skills
5. Demonstrated understanding of the systemic barriers that prevent equitable participation in the workplace for Indigenous and racialized people, persons with disabilities, members of the LGBTQ2S+ communities, and women.
6. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
7. Previous experience working to advance equity, diversity and inclusion within large organizations or work with representative agencies or communities.
8. Demonstrated understanding and ability to work with various stakeholders.
9. Strong understanding of equity, diversity & inclusion principles, best practices, and applicable legislation such as: the Ontario Human Rights Code, Occupational Health and Safety Act, Employment Standards Act and Accessibility for Ontarians with Disabilities Act.
10. Direct work experience with equity seeking groups.
11. Experience in issues related to racism, discrimination, oppression, and human rights will be considered an asset.
12. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials

13. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
14. Must possess excellent interpersonal skills to relate respectfully and thoughtfully with staff, community stakeholders and the general public with a pleasant attitude and professionalism.
15. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
16. Superior skills in verbal and written communication, delivering presentations, and interpersonal communication. Demonstrated experience in writing, coordination and preparation of reports. Ability to write professionally as a researcher or project manager on key research or project initiatives.
17. All qualified applicants will be considered. Lived experience as a member of an equity seeking group is an asset.
18. Professional training or designation in disciplines such as project management, business analysis, process improvement, program evaluation and public engagement is an asset.
19. Must be proficient in the use of Microsoft Office Suite products such as Outlook, Word, PowerPoint and Excel. Working knowledge of relevant software and computer programs such as Microsoft productivity tools, MS Visio and other related programs.

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