

CITY OF HAMILTON

CITYHOUSING HAMILTON

(STRATEGY & QUALITY IMPROVEMENT SECTION – LOCATION – 55 HESS ST. S., 23rd FLOOR)

CITYHOUSING HAMILTON EQUITY SPECIALIST

SUMMARY OF DUTIES

Reporting to the Manager, Strategy & Quality Improvement, the CityHousing Hamilton Equity Specialist will support all activities related to embedding the principles of inclusion, diversity, equity and accessibility into CityHousing Hamilton by utilizing best practices, evidence-based methods with ongoing research and analysis.

The CityHousing Hamilton Equity Specialist has 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 position functions as a subject matter expert, providing consultation and advice to assist staff and tenants on Inclusion, Diversity, Equity and Accessibility (IDEA) related matters.

KEY DELIVERABLES INCLUDE:

- Tenant needs assessment to gather voluntary demographic data
- Collect, analyze data and prepare reporting
- Support Inclusion, Diversity, Equity and Accessibility corporate education, training, and related initiatives
- Embed Inclusion, Diversity, Equity and Accessibility into CHH communities and workplace

GENERAL DUTIES

Develop and implement a tenant needs assessment to gather voluntary demographic data. This data will be used aggregately to inform inclusion, diversity, equity and accessibility strategic decisions.

Contribute to the development of CHH's Strategic Roadmap for tenants and ensure that inclusion, diversity, equity and accessibility is embedded within the roadmap.

Supports all inclusion, diversity, equity and accessibility work across CityHousing Hamilton.

Support the implementation of the CHH Tenant and Staff strategy and the subsequent embedding IDEA into policies and procedures.

Works independently and with internal and external community partners in the development, implementation, monitoring and evaluation of activities-related to IDEA in CHH's community and workplace.

Prepares recommendations for IDEA departmental improvements that may have an impact to staff resources, skill requirements and CHH culture.

Develops recommendations and strategies related to the development and enhancement of IDEA activities across CHH.

Fosters relationships and provides advice to internal management, government partners, external agencies and planning bodies to advance the IDEA goals within CHH communities and workplace.

Promotes teamwork and provide direction to cross-functional teams, provide clearly defined goals and objectives, provide advice to staff related to embedding inclusion, diversity, equity and accessibility. Works collaboratively with project teams consisting of internal and/or external stakeholders

Performs 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.

Prepares oral and written reports and presentations to management, CHH Board of Directors and community partners.

Maintains confidentiality of personal information and other records, as required.

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 by the Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. A University degree or College Diploma in social sciences, social work, project management, public policy, human services or a related discipline with equivalent combination of education and related work experience.
2. Demonstrated progressive relevant work experience in leading, influencing and implementing strategic IDEA initiatives, and programs.
3. 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.
4. Previous experience working to advance equity, diversity and inclusion within large organizations or work with representative equity seeking agencies or communities.
5. Experience in leading, influencing and implementing strategic IDEA initiatives, and programs for an organization in the public, private, or not for profit sector, including group process and meeting facilitation experience.
6. Experience in issues related to racism, discrimination, oppression, and human rights.
7. Strong understanding of inclusion, diversity, equity and accessibility 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.
8. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
9. Knowledge of federal, provincial and local initiatives and policies relating to early child development, housing, and social assistance is an asset.
10. Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
11. Excellent written and verbal communication skills, facilitation skills and presentation skills.
12. Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset

13. Demonstrated competence in project management, process improvement, change management and program evaluation.

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