



THE UNIVERSITY OF WINNIPEG

Human Rights and EDI Advisor, Human Resources

Competition Number: E25.24	Probation/Trial Period: 6 months	Job Type: Continuing
Classification: CMP 7	Hours: 35 hours per week	Status: New
Department: Human Resources	Funding: Budget	Date Posted: 07/30/2024
Employee Group: Excluded	Start Date: As soon as possible	Closing Date: 08/13/2024
Position Category: Full-Time, Continuing	Location: Winnipeg, MB	Salary Range: \$78,546 - \$99,499

The University of Winnipeg is committed to, and actively supports, equal opportunity, equity, social justice, mutual respect, diversity and the dignity of all people. The University recognizes that every member of the University community has the right to participate, learn and work in an inclusive and respectful work and learning environment that promotes equal opportunities and is free from discrimination and harassment.

The Human Rights and Diversity Office is seeking a **full-time continuing Human Rights and EDI (HREDI) Advisor**. The incumbent will be an EDI (equity, diversity, and inclusion) expert who educates staff, faculty, and other University community members about EDI including human rights, accessibility, anti-oppression, anti-racism, unconscious bias, and related topics in support of UWinnipeg's EDI-related commitments, plans and obligations.

Responsibilities:

- Assists in developing training strategies to educate the university community on EDI (equity, diversity, and inclusion) and related plans/commitments and policies.
- Develops training materials and promotes available resources and tools to help promote and embed EDI principles and collective responsibilities across the University's working and learning environment.
- Identifies learning opportunities within university departments, leads training sessions on EDI, anti-oppression, anti-racism, unconscious bias, human rights principles, accessibility, and available tools/resources.
- Researches and stays abreast of developments and best practices related to EDI and advises on best practices.
- Researches and implements EDI/Accessibility/Anti-Oppression/Anti-Racism and related strategies and best practices for the promotion of an equitable working and learning environment.
- Assists with the creation and leads the implementation of plans, strategies, tools, resources, and training to support the creation of an equitable environment on campus for members of equity-deserving groups.
- Assists and advises the university community to promote a favourable environment for working, learning, and advancement.
- Conducts consultations with members of equity-deserving groups, campus units, and other stakeholders to inform EDI and related plans and programs.
- Consults with, trains, and advises units across campus to embed EDI and related plans, policies, programs, responsibilities, and initiatives into their work and services.
- Advises the university community about complaint processes in accordance with the University's policies.
- Assists with the intake and triaging of complaints, and recommends appropriate resolutions, prioritizing informal resolutions and culturally appropriate options.
- Refers complaints and disclosures to the appropriate person, department, office, or external resource.
- Promotes a conflict management process that focuses on informal resolutions and maintaining and reinstating relationships to sustain a respectful working and learning environment.
- Documents, maintains, and records all complaint processes including informal resolutions and assists with producing reports.
- Recommends amendments to university policies.
- Project manages plans and programs for the Human Rights and Diversity Office and University, including working collaboratively with other units on campus.
- Performs other related duties as required or assigned.

Qualifications:

- Bachelor's Degree strongly preferred.
- Masters in Humanities or social sciences or law degree is an asset.
- Education, training, and/or experience in the area of EDI.
- Experience working in the area(s) of EDI, anti-oppression, anti-racism, and/or accessibility, preferably within a University or other post-secondary educational environment.
- Experience working with people in difficult emotional situations or affected by trauma.
- Experience with adult learning and development, including training and development of written materials.
- Experience managing projects and plans.
- Preferably experience with complex, multi-stakeholder unionized environments.
- Knowledge of EDI/anti-oppression/anti-racism principles and best practices, and relevant legislation.
- Strong written and verbal communication skills.
- Attention to detail.
- Proficiency in MS Office applications including word processing, spreadsheet, database and presentation software applications as well as Internet research capabilities.
- Strong organization skills.
- Knowledge of University policies is an asset.
- Strong listening skills and ability to build trust with other members of the University community and external contacts, particularly members of equity-deserving groups.

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

Condition(s) of Employment:

- Must be legally entitled to work in Canada.

The salary range for this position will be from \$78,546 to \$99,499 annually.

Note: The work described in this posting will be conducted in-person, with an opportunity to apply for Remote Work for up to two (2) days per week.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

The University of Winnipeg is committed to ensuring employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact human_resources@uwinnipeg.ca.

The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process. Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or human_resources@uwinnipeg.ca.